



REQUEST FOR PROPOSALS
No. 2017-004

FINANCIAL MANAGEMENT SOFTWARE SOLUTION

Issued: December 15, 2017

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SECTION 1. Summary and General Information

1. Summary

Inspire Development Centers (IDC) is requesting proposals for a Financial Management Software Solution to replace the agency's current software. Top candidates will be invited to present/demonstrate product capabilities. IDC will require finalists to allow IDC access to a test database during the final review period.

2. Background

Inspire Development Centers was incorporated as a tax-exempt, nonprofit organization on July 18, 1983. Our primary activity is to provide effective child care, educational health, and nutritional services to children of migrant and seasonal farm workers and rural poor families in the state of Washington. Inspire Development Centers receives its funds from federal and state grants. The agency currently operates 29 centers throughout the state and has approximately 1,100 employees, depending on the agricultural cycle.

3. Proposal Deadline

All proposals will be noted and stamped by time and date of submission. All vendors responding to this solicitation shall have until **4PM PACIFIC STANDARD TIME ON TUESDAY, JANUARY 16, 2018** to submit a fully completed proposal package. Proposals received after this deadline will not be accepted.

4. Submission Requirements

Proposals must be submitted electronically to the following email address: procurement@inspire-centers.org by the closing submission date noted above with **Proposal for RFP#2017-004 Financial Management Software Solution stated in the subject line.**

5. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Inspire Development Centers.

6. Important Dates

Deadline to Submit Questions	January 12, 2018 5PM PST
RFP Response Due Date	January 16, 2018 4PM PST
Award and Contract (reasonable estimation)	30-60 Days after RFP has closed
Project Installation and Conversion completion (reasonable estimation)	July 1, 2018

7. Contact Information

Questions and inquiries MUST be submitted in written format and submitted via email to procurement@inspire-centers.org with Q & A for RFP#2017-004 Financial Management Software Solution stated in subject line. Deadline for submitting written questions is January 12, 2018, 5PM PST.

8. Term of the Contract

The initial contract term for this software will be negotiated at the time of contract award.

SECTION 2. Proposal Specifications

IDC is seeking a Financial Management Software system with an **expected conversion completion date of July 1, 2018** (reasonable estimation). IDC currently uses the following modules; Blackbaud's Financial Edge for General Ledger, Accounts Payable and Fixed Assets.

IDC currently uses a Microsoft Server based network housed on VMWare Servers.

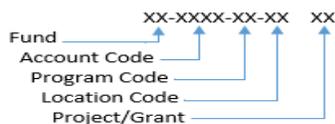
Proposed Software Solution must, at a minimum, offer each of the requested modules stated below. The respondent will be required to provide a Software Solution proposal which consists of an integrated Software Solution, Training Plan, Implementation Plan, Conversion Plan and Support and Maintenance Plan.

Responders must provide a proposal which describes how the solution will meet the product specification requirements listed below. Please briefly address each topic and describe how the solution will meet the product specification requirements listed below. Unless otherwise stated, these are minimum requirements. Additional clarifying information is requested, so long as the proposal follows the format shown and each section is listed and numbered in the sequence shown. A vendor may also include pre-printed product and service literature.

General Ledger (minimum 10 Users)

1. The chart of accounts should allow the user to have Account Segments (Natural GL Account, Program, Location and Project/Grant).

IDC's Current Account Structure:



2. The system should provide a Source Code for all transactions.
3. Budget must be Project/Grant driven; importable by Project/Grant and allocated to respective GL Accounts.
4. The system should provide the user with the ability to have various views of the General Ledger.
5. The system should provide the user with the ability to move from a GL account to specific transactions affecting the account.
6. The system should provide the user with the ability to conduct searches, post transactions, and generate reports at all levels of the account structure by fiscal year, project/grant year, month, calendar year, or any user defined date.
7. The system should maintain active, inactive, and restricted accounts.
8. The system should include Project/Grant accounting periods defined separate from fiscal year.
9. The system should support cash basis, accrual basis, year-end accrual basis, or any combination thereof.
10. The system should have bank reconciliation capability which supports Industry Standard Reconciliation Import File Format.
11. The system should provide user defined security and transaction authorization levels including the ability to define record additions, changes, inquiry (view) and deletion.
12. The system should include an approval process for posting to the general ledger.
13. The system should include General Journal entry with standing and reoccurring Journal Entry capability and Automatic Journal Entry reversals.
14. The system should allow interactive or batch processing and an approval process.
15. The system should include a comprehensive audit trail from sub-ledgers in GL transaction detail including customer/vendor ID, check number, Invoice, P.O., and Cash Receipt number.
16. The system should include the ability to close subsets independently.

Accounts Payable (minimum 10 Users)

1. The system should provide a robust security system that will allow the customization of separation of duties involved with the entering of invoices, payment of invoices, and the entering of new vendors.
2. The system should provide for Automated Clearing House (ACH) payments/Electronic Funds Transfer (EFT) with the ability to specify multiple from (source) accounts.
3. The system should allow flexible reporting and vendor history reports.
4. The system should provide the ability to capture Tax ID# and SSN information to support 1099 tracking, reporting, and printing or electronic submission.
5. The system should provide flexible search capabilities, duplicate vendor search/alert and allow duplicate vendors to be merged.
6. The system should have the ability to integrate to a purchase order system, preferably with E-Requisitions.
7. The system should allow for the scanning of invoices, which should be able to be accessed via drill down features.
8. The system should allow for multiple invoices per check.
9. The system should allow for the entry of expenditure, revenue, or balance sheet account numbers.
10. The system should allow auto generate check control number with manual override option and have check reprint capability with audit trail and security. Checks are currently printed to blank check stock. The system should auto generate check control number, with manual (secured) override option.
11. The system should support credit memos and allow flexible cost allocation and the ability to selectively apply to an invoice.
12. The system should provide the ability to have reoccurring invoices.
13. The system should provide an Aged Invoice Search/Alert.
14. The system should support the ability to Hold Payment and Set to "Do Not Post".
15. The system should provide editing capabilities for non-posted entries.
16. The system should provide the user with the ability to accrue Accounts Payable without the Payment.
17. The system should allow Reports to include unposted transactions by selected source (i.e. Journal Entries not Accounts Payable).
18. The system should provide audit history.

Purchasing (minimum 80 Users NOT concurrent)

1. The system should provide the ability to create purchase orders, line items with auto complete/importable tables and **E-Requisitions with approvals**.
2. The system should support cost allocation, by line item (user driven, not controlled by the system).
3. The system should have the ability to copy/repeat last line or last Purchase Order to save data entry time.
4. The system should support, Blanket Purchase Order, Standard/Regular Purchase Orders and Change Orders with support for encumbrance.
5. The system should provide the ability to set as "Do Not Post" status with Receipt restrictions.

6. The system should support re-print (secured) with audit trail.
7. The system should allow for editing non-posted entries.
8. The system should auto-generate Purchase Order Control Numbers, with override (secured) option with audit trail.
9. The system should support multiple receipts against a purchase order.
10. The system should provide receipt, invoice and purchase order balance.

Fixed Assets (minimum 5 Users)

1. The system should allow the user to assign fixed assets to specific funding sources and project/grant, program and location.
2. The system should allow the user to define classes of fixed assets such as property, plant, and equipment with user defined subcategories.
3. The system should support Asset Control Numbers. Auto generate, with manual (secured) override option.
4. The system should allow the user to track acquisition method such as procurement, donation, and disposition methods such as sale, donation, or auction.
5. The system should be able to generate depreciation (IDC uses Straight Line) with option to post depreciation annually, in summary as opposed to Monthly in detail.
6. The system should provide reporting capabilities in both summary and detail.
7. The system should allow information to be categorized by Grant Award, Funding Source (Federal, State, Other) and Location.

Budget Preparation (minimum 10 Users)

1. The system should have the ability to generate a multi-year budget.
2. The system should have the ability to create budgets at the project/grant level and location level.
3. The system should allow for multiple budgets.
4. The system should have the ability to maintain budget history for prior years.
5. The system should have the ability to track project/grants by account detail and additionally, track budget modifications and increases.

Finance Reporting, Data Import / Export (All Users)

1. The system should have the ability to prepare all standard monthly, quarterly, year-to-date, actual to budget financial reports, and user defined reports.
2. The system should have the ability to prepare all standard financial reports with comparisons to prior periods, such as prior month, prior quarter, and prior year-to-date.
3. The system should have a user-friendly report writer that has the ability to access all application data in each module's database.
4. The system should allow the generation of reports to a spreadsheet application.
5. The system should include forecasting capabilities for future periods based on defined parameters and historical data.

6. The system should provide Import/Export support of system records (invoices, general ledger transactions, etc) to well-known file formats (Access, CSV, Excel, PDF, etc.) and/or using 3rd party integration/automation tools.
7. The system should provide flexible Filtering, Distribution and Scheduling.
8. The system should provide support for reporting by Account/Segments/Project/Grant, where applicable, ability to filter on Post status, ability to generate data entry validation reports, integrated reporting, query writer, dashboards and be compatible with Crystal Reports and Jet Reports.
9. The system should have the ability for users to save multiple designed reports for future use.

Desired Features

1. The system should support for Single Sign on.
2. The system should support Microsoft SQL or other transactional enterprise level database system.
3. The system should support Keyboard Driven Data Entry.
4. The system should provide field level auditing and drilldown audit trail.
5. The system should support additional user defined account segments/codes.
6. The system should provide the ability to E-Mail, for example PO to Vendor.
7. The system should support Cash Receipts.
8. The system should provide the ability to run multiple instances of Client Applications on the same workstation.
9. The system should provide the ability to record and report Use Tax.
10. The system should provide the user with the ability to maintain independent chain of command to support reporting across funds, expense codes, program codes, location codes, or project/grants in all modules.
11. The system should provide a flexible report writer system so that projects can be tracked accordingly in all modules.

SECTION 3. Functionality

Please provide a brief narrative on your products ability to provide the functionality required for the specific needs outlined.

1. Describe the ability to enter data into the system one time to avoid duplicate entry.
2. Describe the user interface to your system.
3. Is your system real time or batch processing? Explain if there is a combination of real time and batch process.
4. Does the system allow access by remote departments via a web browser? What security exists?
5. Does the system allow the exchange of data with applications such as MS Excel? Explain.
6. How is system documentation provided to your customers, and how is it updated?
7. How will you support implementation and end user training?
8. Please list the hourly rates for your technical and support staff in the event that additional work outside the scope of this RFP is requested.

9. Describe your organization's accountability in the event a system failure occurs. What is your company's commitment on response time?
10. Does the software you have proposed have "drill down" capability? Please describe.
11. Does your system have any limitations on the number of accounts or journal entries? Please describe all practical limitations.
12. How many years of detailed information do you recommend can be stored in your system?
13. How many companies have de-converted from your system in the past five years? Why?
14. The system must support a minimum of 15-20 simultaneous users.
15. Does the system have a plan for disaster recovery, if so, provide a sample of your service level agreement and warranty policy.

SECTION 4. Technology Requirements

1. The proposed system may be onsite installation or cloud base, identify in proposal. **If the solution is cloud based please provide a copy of SLA (Service Level Agreement) options/details and how database remote access is achieved).**
2. The system's security/access should support granular field level security, role based security and be ODBC Compliant.
3. The system software should provide the ability for user to customize screens based on each user's security access.
4. The system's architecture should support; product transaction logging capabilities, product technical manageability capabilities and product search engine.
5. The system should support the following data types; custom table lookups (ability to Enable/Disable entries), Boolean, Date Time, String, Integer, Money/Float.
6. The system should support record level auditing; created date time by user, modified date time by user.

SECTION 5. Implementation, Training, and Support

1. Provide minimum system requirements.
2. Does your organization provide direct support and implementation of the software or is this subcontracted? Please provide name of staff that will be assigned to this project and resume.
3. Please provide a general outline of the steps your company uses to install, convert, and train new sites on your product(s).
4. As noted in the description section, our goal is to be fully implemented and converted by July 1, 2018. Please submit a proposed timeline showing your implementation strategy on meeting this deadline.
5. Will there be parallel testing during implementation?
6. Please provide your organization's views to ensure the product is installed timely, staff is trained, and a long term business relationship is formed.
7. Please identify additional training opportunities provided by your organization.
8. How often is your software upgraded?
9. What additional information would you like us to consider regarding implementation, training, and support?

10. Is the system supported in a VMWare Environment?

SECTION 6. Pricing

This request for proposals is intended to be a part of a competitive negotiation process. The costs for providing a proposal are considered a marketing expense to be absorbed by the vendor. To be considered during the evaluation of proposals, vendors are required to submit all requested information including pricing detail by module. The price quote section must include:

1. The total price for the entire , and
2. The separate prices and fees for each module, system component and/or subsystem.
3. Estimate based on minimum concurrent users.
4. Maintenance fees.
5. Conversion costs -Training costs pricing should include all costs related to the software, required hardware, and conversion of existing data, installation, training, and final implementation. Total project cost is a major factor in the decision process but not the only consideration. Other decision factors are the track record of the vendor with conversions at other organizations of similar size and complexity; vendor identification and understanding of IDC's requirements; experience and qualifications of key vendor implementation support personnel; and track record in providing quality customer support. Note: If travel costs are to be billed, they must be within the published GSA Federal Per Diem Rates.

Section 7. General Requirements

This procurement will be conducted in accordance with the Inspire Development Center's Procurement Policies and Procedures, OMB Circulars and applicable grant regulations. The proposals will be kept confidential. Inspire is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of Inspire Development Centers to disclose bids/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

1. Non-Responsive Proposals.

Proposals may be judged non-responsive and removed from further consideration if any of the following occur; the proposal is not received timely in accordance with the terms of this RFP and/or the Proposal does not follow the specified format.

2. Proposal Evaluation - Proposals will be scored based on the criteria listed below.

- a. Results of Demonstrations and Presentations
- b. Timely and Complete Response to RFP
- c. Ability to Meet Specifications
- d. Software Ease of Use
- e. Functionality
- f. Flexibility and Ease of Product Implementation and Data Conversion
- g. Vendor Support and Training
- h. Pricing
- i. Vendor Client References
- j. Ability to Provide Modules Specific to IDC's Needs

3. In compliance with 2 CFR Part 200.319 Competition, Inspire Development Centers has conducted this procurement in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

4. Preference (not priority) is given to the following types of vendors, providing this involves no sacrifice in quality, service, or price; Vendors historically underutilized (small, minority, and/or women owned business); Vendors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Vendors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.
5. Certifications - On behalf of the Offeror
 - a. The individual signing certifies that he/she is authorized on behalf of the Offeror.
 - b. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
 - c. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
 - d. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
 - e. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
6. Laws and Regulations - The prospective contractor must be licensed in the State and Community for which they are proposing to provide services. The prospective contractor is assumed to be familiar with all Federal, State, County and City laws, codes, and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the proposed services or which in any way affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.
7. Interpretation of Proposal Documents - Prospective contractor's contemplating submitting proposals who are in doubt as to the true meaning of any part of the proposal documents, or find discrepancies in or omissions from this proposal document shall submit to Inspire Development Centers in a written request for an interpretation or correction thereof. Such requests shall be submitted and received not later than seven (7) days prior to the date specified as the deadline to submit. Any interpretation or correction of the proposal documents will be made in writing by addendum duly posted on the Inspire website. Inspire will not be responsible for any other explanation or interpretation of the proposal documents.
8. Rejection of Proposals – Inspire Development Centers reserves the right to reject any proposal which omits any one or more items for which proposals are required; any proposal which omits prices; or any proposal, that in the opinion of Inspire Development Centers, does not meet the special requirements specified in this Request for Proposals. Inspire, at its sole discretion, reserves the right to reject any or all proposals at any time prior to the execution of a contract at no penalty.
9. Ownership of Proposals - All proposals and accompanying documentation become the property of Inspire Development Centers and will not be returned.

Letter of Transmittal - **Please complete and attach this page to the proposal.**

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Name, title, and email address of the person authorized by the organization to; contractually obligate the organization, negotiate on behalf of the organization, and to provide clarification to the bid response.

Name: _____

Title: _____

Email Address: _____

Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- By responding to this RFP, you are hereby certifying neither the contractor or the contracting agency have been suspended or in any way excluded from Federal procurement actions by any Federal agency and fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid award.

Authorized Signature: _____

Date: _____

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities

If applicable, provide certification of minority-owned or women-owned business.