

Accounting and Financial Management Software RFP

Questions & Responses

Question 1:

Do you currently have a 501C3?

Answer:

JWB is an independent Special Taxing District. Pinellas Core Management Services (PCMS) is a separate 501(c)3 and is a blended component unit of JWB.

Question 2:

I want to confirm the due date at 10/25 Noon EST.

Answer:

Yes, that is correct. Please see section 1.2 of the RFP for Schedule of Activities.

Question 3:

Partners – is your team open to the use of partners?

Answer:

Yes, we are open to partners and sub-contracting, however, as it relates to system functionality users need to be able to access the entire system with single sign on. From a consulting / services perspective, subcontracts are allowable subject to prior JWB approval (see ATTACHMENT 1 –MINIMAL TERMS AND CONDITIONS, section 34. Assignments and Subcontracts).

Question 4:

Would your team be interested in having both Oracle and NetSuite answer this RFP?

Answer:

JWB is open to all proposals that follow the RFP guidelines.

Question 5:

We are happy to set up a reference call but we need to facilitate this. As we want to respect our customers schedule and calendar. We would have the same respect for your team, if you are customer. Our question is, Are you open to us just listing questions and then if we move on in the process we would set up reference calls?

Accounting and Financial Management Software RFP

Questions & Responses

Answer:

To be responsive for this RFP, the Proposer must complete Form 2-Customer References. JWB will reach out to the Proposer's references only if the Proposer has been selected as a Top Proposer. JWB is sensitive to schedules and will be reaching out to References requesting a date and time to complete the reference check.

Question 6:

Will any other Sage Intacct vendors/VARs receive the RFP?

Answer:

This RFP has been advertised on Demand Star, JWB's website, and the local newspaper, The RFP is open to all vendors who would like to submit a proposal

Question 7:

Project accounting: What is the nature of projects that are required to be managed by the new system? Are these fixed price projects or time and material-based projects?

Answer:

They are currently goods and/or services (no construction or capital). They are a mixture of fixed-price and cost-reimbursement contracts.

Question 8:

Project accounting: Are there any items used in these projects (such as cement and sand in construction projects)? Are the man-hours tracked in these projects (such as doctor's hours, nurse's hours etc.)

Answer:

No, see response to Question #7. Currently man-hours are not tracked in JWB initiatives; however, that MAY be considered for future inclusion.

Question 9:

Project accounting: What are the elements used for project budgeting? Are these financial account codes or is there a separate set of project expense/income categories for budgeting purposes?

Accounting and Financial Management Software RFP

Questions & Responses

Answer:

JWB has not historically utilized project accounting software. Projects have been maintained manually in Excel spreadsheets. We are looking to implement that functionality in the software selected.

Question 10:

Project accounting: What is the cost and revenue recognition method for these projects? Is the revenue recognized only at the end of the project or is it based on the work completed?

Answer:

Currently JWB tracks project initiatives manually in excel spreadsheets. These amounts are budgeted and expenses go against the budget. For example, JWB has one project that is an annual event. JWB receives in-kind revenue and also charges for attendance to the event. Expenses are expensed as incurred. JWB does not have projects where revenue would be recognized at the end of the project or based on work completed.

Question 11:

Workflow Requirement: Do you need workflow for budget, project transactions approval, paper invoice & travel reimbursement, check request & PO request

Answer

See Section 2.5.2 of the RFP which states that *Depending upon the pricing structure and functionality of the Budgeting, Purchasing, and Accounts Payable modules the software may be accessed by up to 65 staff in order to automate workflows that are currently manual processes for budget development, budget amendments, invoice processing, and purchasing approvals.*

Question 12:

Locations: How many locations does Juvenile Welfare Board have?

Answer:

One location.

Question 13:

Page 18: One-Time Data Uploads: Fixed Assets

Accounting and Financial Management Software RFP

Questions & Responses

Data export. How often would this be required? Daily? Monthly?

Answer

We intend to execute a one-time import of all existing fixed assets and accounts payable vendors into the new system.

Question 14:

Funding: is funding secured and can you share budget expectations?

Answer:

Funding has been secured and is included in the Internal Technology Implementation budget. JWB consulted with The Gartner Group regarding size, number of users, budget, and anticipated usage. Gartner assisted in the formulation of the budgeted amount.

Question 15:

Is there an anticipated short list of providers? How many?

Answer:

It is anticipated that there will be 2 or 3 vendors shortlisted due to the limited days scheduled for demonstrations.

Question 16:

Would JWB consider using offshore resourced consultants?

Answer:

Yes. However, this is NOT the preferred mode of operation.

Question 17:

In section 2.3 you list out the current environment. How are you planning to address environment? Do you want us to propose our recommendations?

Accounting and Financial Management Software RFP

Questions & Responses

Answer:

The table beginning on page 11 of the RFP, specifies the migration plan for each of the applications. Yes, JWB wants vendors to detail recommendations in the Comments section in Attachment 4-System Requirements.

Question 18:

Do you have an approved budget you are trying to stay within?

Answer:

See the response to question 14.

Question 19:

The system requirements in this RFP are high level. How are you going to narrow down the final three or four proposers when requirements are very high?

Answer:

See Round 2 Evaluation Criteria found in the RFP document. In Attachment 4-System Requirements, Vendors must provide a rating and a comment for every item. The comment should include a brief explanation of how the item is supported. Include in the comments the functionality, any unique aspects of the software, and any vendor recommendations.

Question 20:

Why does JWB want to replace Great Plains?

Answer:

The Accounting Department has utilized Great Plains for 18 years and are looking for a system that is more robust and user friendly. JWB is also interested in automating reports that currently require manual entry into spreadsheets as well as possibly implementing process workflow.

Accounting and Financial Management Software RFP

Questions & Responses

Question 21:

You mentioned in the terms and conditions, there is a document for the vendor to accept or provide exceptions. Can we talk about what JWB is looking for in the exceptions area? For example, please expand on the warranties-once we describe a position to what we take to our software warranty, providing a narrative could be onerous.

Answer:

Form 4 has a column labelled “Exception”. If an item is checked in this column, JWB would like the vendor to provide the reason for the exception to the item. After the last item on Form 4, it states “For all items marked as “Exception”, Proposer must list the Exception by number and title and fully explain the exception below”. If you checked the box for insurance, you would state the reason for the exception.

Section 12 and 13 of Attachment 1 (Minimal Terms and Conditions) states the warranties required by JWB. In Question 17, the vendor is required to attach a copy of all warranties associated with the proposed application. If the vendor takes an exception with those requirements, on Form 4, Minimal Terms & Conditions Compliance Checklist, the vendor can check the “Exception” column for warranties (#12 and/or #13). At the bottom of the form, the vendor would list the Exception by number and title and state *see the attached warranties*.

Question 22:

If you expand to include more projects, will you expand the timeframe?

Answer:

JWB anticipates that implementing workflow could expand the timeframe. See Section 2.7 of the RFP..

Question 23:

During the pre-proposal conference meeting, one of your representatives stated that you have 8 full access users. Can you provide more detail about those users? For example, do all 8 users need access to Procurement (requisitions, purchase orders, etc)? How many will need to access both finance and procurement? Will you have users that just use procurement? If so, how many?

Accounting and Financial Management Software RFP Questions & Responses

Answer:

See Addendum #2, 8 users has been updated to 11 users. See the table below, for the access of the users.

	Write/Inquiry	Inquiry only
Financial (general ledger)	6	2
Purchasing (A/P & Purchasing)	5	0
Fixed Assets (included under financial module)	7	0
Report Designer	9	0

Question 24:

During the pre-proposal conference meeting, one of your representatives mentioned needing potential access for 57 users. Can you give us a breakdown of what those users would be doing (Requisitions, Workflow approvals, or just read only access to the system)? How many will need to access both finance and procurement?

Answer:

		Workflow			Workflow Approval		
		Budgeting	Accounts Payable	Purchasing	Budgeting	Accounts Payable	Purchasing
EXECUTIVE OFFICE							
1	Chief Executive Officer	√	√	√	√	√	√
2	Executive Assistant		√	√			
CHIEF ADMINISTRATORS OFFICE							
3	Chief Administrative Officer	√	√	√	√	√	√
4	Department Coordinator		√	√			
5	Strategic Initiatives Manager		√	√			
6	Strategic Research Manager		√	√			
COMMUNICATIONS							
7	Strategic Communications Manager	√	√	√		√	√
8	Multimedia Producer		√	√			
9	Communications Specialist		√	√			
FACILITIES							
10	IT & Facilities Coordinator		√	√			
FSI-PROGRAM SUPPORT							

Accounting and Financial Management Software RFP
Questions & Responses

11	Director of FSI & Accreditation	√	√	√		√	√
12	Project Manager	√	√	√			
13	Utilization Management Specialist		√	√			
14	Senior Document Management Specialist		√	√			
15	Utilization Management Specialist		√	√			
HUMAN RESOURCES							
16	Workforce Manager	√	√	√		√	√
17	Human Resources Specialist		√	√			
PUBLIC POLICY							
18	Senior Public Policy Officer	√	√	√			
CHIEF FINANCIAL OFFICERS OFFICE							
19	Chief Financial Officer	√	√	√	√	√	√
20	Department Coordinator		√	√			
ACCOUNTING							
21	Accounting Manager	√	√	√		√	√
22	Accountant		√	√			
23	Senior Accountant		√	√			
24	Fiscal Specialist		√	√			
25	Administrative Assistant						
BUDGET & BUSINESS SERVICES							
26	Budget & Business Services Manager	√	√	√		√	√
27	Senior Contract Manager & Purch Agent		√	√			
28	Procurement Card Administrator		√	√			
29	Senior Contract Manager & Purch Agent						
PROGRAM MONITORING							
30	Program Finance Manager	√	√	√		√	√
31	Senior Program Financial Analyst		√	√			
32	Program Finance Associate		√	√			
33	Senior Program Financial Analyst		√	√			
INFORMATION TECHNOLOGY							
34	Information Technology Manager	√	√	√		√	√
35	Database/Application Administrator		√	√			
36	Data Business Analyst		√	√			

Accounting and Financial Management Software RFP

Questions & Responses

37	SharePoint and Software Analyst						
CHIEF OPERATING OFFICE							
38	Chief Operations Officer	√	√	√	√	√	√
39	Department Coordinator		√	√			
40	Neighborhood Outreach Coordinator		√	√			
41	Community Projects Manager		√	√			
42	Community Outreach Facilitator		√	√			
43	Faith Based Community Coordinator		√	√			
Community Planning							
44	Community Planning Manager	√	√	√		√	√
45	Community Support Coordinator		√	√			
46	Capacity Building Facilitator		√	√			
47	Community Outreach Facilitator		√	√			
PROGRAM ADMINSTRATING							
48	Program Administration Manager	√	√	√		√	√
49	Senior Program Consultant		√	√			
50	Administrative Specialist		√	√			
51	Senior Program Consultant		√	√			
52	Senior Program Consultant		√	√			
53	Senior Program Consultant		√	√			
54	Senior Program Consultant		√	√			
55	Senior Program Consultant		√	√			
PERFORMANCE EVALUATION							
56	Performance & Evaluation Manager	√	√	√		√	√
57	Senior Program Evaluator		√	√			
58	Senior Program Evaluator		√	√			
59	Senior Researcher		√	√			
60	Senior Program Evaluator		√	√			
61	Senior Program Evaluator		√	√			
62	Evaluation Analyst		√	√			
63	Senior Program Evaluator		√	√			
TOTAL-63 POSITIONS		16	60	60	4	14	14

Question 25:

Do you currently have a Microsoft Enterprise Agreement?

Accounting and Financial Management Software RFP
Questions & Responses

Answer:

Yes.

Question 26:

Are offshore consultants permissible?

Answer:

See response to Question #16.

Question 27:

2.3 -13-18

Budgeting:

Since you are considering replacing your Excel driven budgeting process if an integrated 3rd party budgeting system is proposed, how many of the following user licenses would be needed?

Creator: This user type is enabled to:

- (1) create or delete a budget, scenarios, and versions
- (2) manage permissions of contributors and viewers
- (3) create and manage calculations.

Contributor: Can enter and view budgets based on permissions granted by the creator.

Viewer: Can view detailed budget data in Sage Intacct Budgeting and Planning but doesn't have edit rights.

Answer:

See response to Question #24.

Question 28:

2.6 Are you expecting and/or needing email integration with the accounting system?

Accounting and Financial Management Software RFP
Questions & Responses

Answer: Yes. Our EFT's are emailed to vendors. And any workflow capabilities may require email integration for notifications.

Question 29:

System Requirements Document:

Row 50, Item 34. What do you mean by Transparency Portal?

Answer:

The item has been removed, see Addendum #2, Form 4-System Requirements Updated.

Question 30:

Requirements document:

Line 52-Project Accounting: How many project manager licenses/users will you need? A project manager license is read only, no transacting and impacting the GL, etc. but they will have access to their projects that the normal read-only license does not.

Answer:

The number of licenses/users depends on the functionality of the Project Accounting module.