



Date: **October 15, 2019**

To: **All Potential Proposers**

Subject: **ADDENDUM #2 Accounting and Financial Management Software RFP**

The Juvenile Welfare Board’s RFP for Accounting and Financial Management Software is modified as follows. Note that the old language is struck through and new language is indicated by **red bold font**.

1. Section 2.3, CURRENT ENVIRONMENT. Modify section as follows:

JWB currently utilizes Microsoft Great Plains as its core financial software solution. The system is currently accessed by ~~8~~**11** of JWB’s 63 staff members to support the accounting processes and financial reporting requirements for the following:

- Juvenile Welfare Board of Pinellas County;
- Pinellas Core Management Systems.

2. Section 2.4 SUMMARY OF KEY TRANSACTION VOLUME. Modify section as follows:

A summary of key transaction and operating volumes and standards is included below which reflect actual amounts for the current environment and estimated amounts for the future environment:

Operating Volumes / Standards	Metric
JWB Overview	
Form of Government	Independent Special Taxing District
Jurisdictional Area	Pinellas County
Total Revenue FY18 (Actuals)	\$63,240,405
Total Budget Allocation FY18	\$69,972,148
Total Program Expenses (Actuals)	\$52,715,536
Total Administrative and Non-Admin Expenses (Actuals)	\$7,614,172
Number of Total System Users (Current)	8 11

3. Section 2.5, SCOPE OF WORK., Subsection 2, Modify section as follows:

2. Users and Optional Functionality. Minimally, the software will be accessed by ~~8~~**11** accounting staff. Depending upon the pricing structure and functionality of the Budgeting, Purchasing, and Accounts Payable modules the software may be accessed by up to ~~65~~ **63** staff in order to automate workflows that are currently manual processes for budget development, budget amendments, invoice processing, and purchasing approvals.

4. Form 4-System Requirements is hereby replaced by the attached Form 4-System Requirements Updated. The *Workflow* requirement has been removed from the *Administrative* module to the *Accounts Payable*, *Budgeting*, and *Purchasing* modules. *Interfaces/Integration* criteria has been added to and *Transparency Portal* has been removed from *General Ledger* section of the *Criterion*. Also, the instructions have been updated to include vendor recommendations in the *Comment* section of the spreadsheet for each *Criterion*.

All other requirements, terms and conditions of the RFP remain unchanged. Questions regarding this RFP shall be directed to rfp@jwbpinellas.org.

Receipt and acceptance of an RFP addendum is to be acknowledged by signing and returning this document with the proposal. Failure to do so may subject you're proposal to rejection.

I certify receipt of the addendum.

Company Name

Authorized Signature

Date

Vendor Name

Instructions:

Insert Vendor Name in Row 1. 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.

Legend:

Standard-Current	Available in current software release
Standard-Next Release	Guaranteed available in next release of software
3rd Party Application	Available via 3rd party application
Custom Modification	Customization required
Not Available	Not available in current/future release
Future Release	Available in future release

General System Capabilities

	Criterion	Standard-Current	Standard-Next	3rd Party Application	Custom Modification	Not Available	Future Release	Comments
1	Administrative							
2	System Security/User Admin							
3	Reporting/Inquiry							
4	Accounts Payable							
5	Vendor Setup/Maintenance							
6	Invoice Processing							
7	Payment Processing							
8	1099 Processing							
9	Interfaces/Integrations							
10	Reporting/Inquiry							
11	Workflow							
12	Bank Reconciliation							
13	Automated Reconciliation							
14	Interfaces/Integrations							
15	Reporting							
16	Budgeting							
17	Budget Setup/Maintenance							
18	Budget Transactions							
19	Interfaces/Integration							
20	Reporting/Inquiry							
21	Workflow							

22	Fixed Assets							
23	Asset Setup/Maintenance							
24	Asset Depreciation/Retirement							
25	Automated Asset Inventory							
26	Interfaces/Integration							
27	Reporting/Inquiry							
28	General Ledger							
29	GL Structure							
30	Transaction Processing							
31	Inter-Fund Accounting							
32	Edits/Validation							
33	Journal Entry							
34	Period/Year End Processing							
35	Interfaces/Integration							
36	Reporting/Inquiry							
37	Project Accounting							
38	Project Setup/Maintenance							
39	Project Budgeting							
40	Project Activitiy							
41	Project Tracking							
42	Project Close							
43	Interfaces/Integration							
44	Reporting/Inquiry							
45	Purchasing							
46	Vendor Setup/Maintenance							
47	Requisitioning Processing							
48	Purchasing Processing							
49	Interfaces/Integration							
50	Reporting Inquiry							
51	Workflow							