



# Juvenile Welfare Board

Investing in children. Strengthening our community.

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## **ACCOUNTING AND FINANCIAL MANAGEMENT SOFTWARE**

# Agenda

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- Objective of RFP
- Current Environment
- Scope of Services
- Technical Requirements
- Anticipated Timeframe
- Contract Terms, Conditions and Insurance
- RFP Timeline
- Proposal Submission and Format
- Evaluation Criteria and Process
- Award and Contract
- Questions

# Objective

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Seeking Proposals from qualified software vendors or Value Added Resellers (VARs) to provide and implement an accounting and financial management solution that includes the following modules: General Ledger, Budgeting, Purchasing, Bank Reconciliation, Accounts Payable, Project Accounting, Fixed Assets, and Reporting.

# Current Environment

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- JWB currently utilizes Microsoft Great Plains as its core financial software solution.
- The system is currently accessed by 8 of JWB's 63 staff members.
- System supports the accounting processes and financial reporting requirements for the following:
  - Juvenile Welfare Board of Pinellas County;
  - Pinellas Core Management Services.

# Current Environment

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- Other enterprise software applications JWB utilizes to support key business processes:
  - Third-party payroll provider, Paycor.
  - Third party application for JWB's funded programs to submit reimbursements (expenses), GEMS.
  - Software for on-site banking deposits, Ranger Remote.
  - Inventory of fixed assets, Panatracker GP.

# Application Migration Plan

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- ***Replacing*** application with selected Accounting and Financial Management Software:
  - Microsoft Great Plains
  - Microsoft Dynamics Report Designer
  - Panatracker GP
  - Greenshades
  - Mekorma
  - eONE
  - Rockton
  - Smartlist
- Anticipate changing some current processes to accommodate new software

# Application Migration Plan

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➤ *Considering to replace* with selected Accounting and Financial Management Software:

- Budget Development Excel Workbooks
- Budget Amendment Log Excel Workbook
- Payroll Positions Excel Workbook
- Budget Tracking Excel Workbooks
- Budget / Revenue Forecasting Workbooks
- Budget Book (Excel and Word)
- Check Request / PO Request Excel Form
- Paper Invoices and Travel Reimbursement Request Excel Form

# Application Migration Plan

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- Maintaining-keeping the application and ***not interfacing / integrating*** it with the Accounting and Financial Management Software:
  - Laserfiche
- Interfacing-keeping the application and ***interfacing / integrating*** it with the selected Accounting and Financial Management Software:
  - Bank of America Works
  - BB&T Cash Manager Online
  - Mosaic Grant Evaluation and Management Solution (GEMS)
  - Paycor



# Scope of Services

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**Required Software Modules.** The Accounting and Financial Management software must support the following process areas:

Administrative (Account and User Setup, Security, etc.)	Accounts Payable	Bank Reconciliation
Budgeting	Fixed Assets	General Ledger
Purchasing	Project Accounting	Reporting (canned and custom)

# Scope of Services Cont.

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## ➤ Users and Optional Functionality.

- Minimally, the software will be accessed by 8 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 staff (fewer for Budgeting module) in order to automate workflows that are currently manual processes for budget development, budget amendments, invoice processing, and purchasing approvals.

# ATTACHMENT 4

## 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 and any unique aspects of the software.

### 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 <b>Administrative</b>							
2 System Security/User Admin							
3 Workflow							
4 Reporting/Inquiry							
5 <b>Accounts Payable</b>							
6 Vendor Setup/Maintenance							
7 Invoice Processing							
8 Payment Processing							
9 1099 Processing							
10 Interfaces/Integrations							
11 Reporting/Inquiry							
12 <b>Bank Reconciliation</b>							
13 Automated Reconciliation							
14 Interfaces/Integrations							
15 Reporting							
16 <b>Budgeting</b>							
17 Budget Setup/Maintenance							
18 Budget Transactions							
19 Interfaces/Integration							
20 Reporting/Inquiry							
21 <b>Fixed Assets</b>							
22 Asset Setup/Maintenance							
23 Asset Depreciation/Retirement							

24 Automated Asset Inventory						
25 Interfaces/Integration						
26 Reporting/Inquiry						
27 <b>General Ledger</b>						
28 GL Structure						
29 Transaction Processing						
30 Inter-Fund Accounting						
31 Edits/Validation						
32 Journal Entry						
33 Period/Year End Processing						
34 Transparency Portal						
35 Reporting/Inquiry						
36 <b>Project Accounting</b>						
37 Project Setup/Maintenance						
38 Project Budgeting						
39 Project Activity						
40 Project Tracking						
41 Project Close						
42 Interfaces/Integration						
43 Reporting/Inquiry						
44 <b>Purchasing</b>						
45 Vendor Setup/Maintenance						
46 Requisitioning Processing						
47 Purchasing Processing						
48 Interfaces/Integration						
49 Reporting Inquiry						

# Scope of Services Cont.

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**Required Services.** The following services must be provided related to the implementation of the Accounting and Financial Management Software:

Project Management	Testing
Import vendor list and fixed asset lists	System Documentation
Software Configuration	Implementation and Training
Forms and Report Development	Knowledge Transfer

# Technical Requirements

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- Current system - on-premises.
- New system - cloud-based solution.
- JWB maintains technology standards and policies to which it strongly prefers to adhere to through the implementation of the accounting and financial management software.
- Vendors must closely review the technical summary in 2.6 to assure that their RFP responses clearly identify areas of known or potential conflicts between the proposed accounting and financial management software and JWB's standards and policies.

# Anticipated Timeframe

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- JWB anticipates an eight month implementation with a Go-Live date of October 1, 2020.
- Parallel testing timeframe to be determined based on proposals received.
- JWB expects Proposers to recommend a project duration and cutover date based on their experience with similar organizations and similarly sized scopes of work.

# Contract Terms and Conditions

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- Minimal terms and conditions are provided in Attachment 1.
- Exceptions to any of the terms contained in Attachment 1 must be identified in the response to the RFP.
- Proposer must attach contract templates as identified in #32 of the 3.0 Proposal Requirements.

# Form 4-Contract Terms and Conditions

## FORM 4 – MINIMAL TERMS & CONDITIONS COMPLIANCE CHECKLIST

Proposers are to mark the Comply, Exception, or Not Comply column for each Minimal Term and Condition in Attachment 1. *Comply* indicates the Proposer understands and agrees to comply fully. Exceptions must be fully explained below.

#	Title	Comply	Exception	Not Comply
1	Scope of Agreement			
2	Documentation			
3	Incorporation by Reference			
4	Project Schedule and Acceptance			
5	Pricing			
6	Payment Terms			
7	Right to Withhold Payment			
8	Travel Expense Reimbursement			
9	Change Orders			
10	Term and Termination			
11	Non-Performance Escalation Procedures			
12	Warranty			
13	Vendor's Professional Services Warranty			
14	Intellectual Property			
15	Indemnification			
16	Indemnification Procedures			
17	Liquidated Damages			
18	Insurance			
19	Confidential Information			
20	Programming Services			
21	Federally Mandated Changes			
22	Future Releases/Upgrades			
23	Successor Software Products			
24	Functionality Replacement			
25	Conflict of Interest			
26	Compliance with all applicable laws			
27	Entire Agreement Clause			
28	Applicable and Governing Law Clause			
29	Notices Clause			
30	Force Majeure Clause			
31	Force Majeure Requisites			
32	120 Day Maximum			
33	Right of Cancellation			
34	Assignments and Subcontracts			
35	Changes in Agreement			
36	Survival Clause			
37	Vendor as Independent Contractor			
38	Advertisement			
39	Public Records			



# Insurance

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- Insurance requirements can be found in Attachment 1.
- Certificate of Insurance must be provided within 10 days of formal contract.

# RFP Timeline

- 09/24/19: RFP Released
- 10/08/19: Optional Pre-Proposal Conference
- 10/10/19: Deadline for Receipt of Questions
- 10/15/19: Written Responses to Questions Released
- 10/25/19: Proposal Submission Due Date by noon
- 11/18/19: Evaluation Committee Meeting
- 12/02, 12/04, 12/05 & 12/06/19: Interview Top Proposers
- 12/11/19: Evaluation Committee Meeting
- 12/19/19: Present Recommendations to the JWB Finance Committee
- 01/09/20: Board Action to Award
- 01/13/20: Announce Intent to Award
- 02/01/20: Execute Agreements

# Proposal Submission

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## ➤ Proposals must:

- Be signed by the appropriate principal of the firm.
- Use the required format.
- Must be sent by email at [rfp@jwbpinellas.org](mailto:rfp@jwbpinellas.org) which must include “Accounting Software RFP – [Proposer’s Name]” in the subject line, where [Proposer’s Name] represents the Proposer’s organization’s name.
- Received on or before **noon on October 25th, 2019.**  
Late submissions will not be considered.

# Proposal Submission Cont.

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## ➤ Other Important Submission Information:

- The maximum email size JWB can receive is 10MB.
- If the submission email, including any attachments, is greater than 10MB, please send multiple separate emails which are less than the 10MB maximum.
- It is the responsibility of the Proposer to ensure that the Proposal is received by JWB on time at the right location. JWB will reply to confirm receipt of all Proposals.
- JWB is not responsible if technical difficulties are encountered during the submission process on submission due date.
- Ensure that you read and respond to all questions and requirements of the RFP.

# Proposal Format

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The following documents must be emailed to JWB as attachments with the naming and electronic file formats shown below:

1. Accounting Software RFP – Proposal [Proposer’s Name].pdf

Format

- Signed Addenda, if issued
- Form 1 – Proposal Signature Form (signed)
- Narrative Response (maximum of 25 pages, not including allowable attachments)
  - attach copy of warranties associated with the proposed application
  - attach resumes of all Vendor staff that will be assigned to the project
  - if applicable, attach audited financial information for the past two (2) completed fiscal years that includes income statements, balance sheets, and statement of cash flows or information detailing the company’s stability including a Dunn & Bradstreet report (D&B)
  - attach contract templates
- Form 2 – Customer References
- Form 3- Non-Collusion Affidavit (signed and notarized)
- Form 4 – Minimal Terms & Conditions Compliance Checklist
- Form 5 - IRS W-9

# Proposal Format Cont.

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2. Accounting Software RFP – Pricing Forms [Proposer's Name].xlsx
3. Accounting Software RFP – System Requirements [Proposer's Name].xlsx

# Round 1 Minimum Criteria

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- The Proposal is received by **NOON on 10/25/2019.**
- The Proposal Signature Form is signed by an authorized firm officer.
- Proposer must have completed at least three (3) implementations of the software that is being recommended.
- A minimum of three (3) references have been provided.

# Round 2

## Evaluation/Scoring

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For those Proposals that pass the minimum criteria, the following criteria, with the points shown for each, will be used to further evaluate and score the Proposals:

<u>Evaluation Criteria</u>	<u>Weight</u>
Functional Requirements	30%
Technical Requirements	25%
Price	20%
General Vendor Requirements	15%
<u>Implementation Requirements</u>	<u>10%</u>
Total Potential Points	100%



# Round 3

## Evaluation/Scoring

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The top Proposals in the Round 2 Evaluation will then proceed to an additional level of due diligence that may include:

1. Follow-up questions and answers with the Proposers.
2. Customer References with comparable agencies.
3. On-site software demonstrations to include module/functionality demonstrations, technical demonstrations, service presentation, and other due diligence.

# Round 3

## Evaluation/Scoring

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At the conclusion of the round three activities, the ranked firms will be evaluated on all information collected to date against the following criteria with the total possible points shown for each:

<u>Evaluation Criteria</u>	<u>Weight</u>
Functional Requirements	40%
Technical, Service & Support	30%
Price	20%
Implementation Requirements	5%
<u>General Vendor Requirements</u>	5%
Total Potential Points	100%

# Award and Contract

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- The Notice of Award will be posted on JWB's website on 1/13/2020 and emailed to all Proposers.
- It is anticipated that the agreement will remain valid for an initial term of five years with an option of additional successive one year terms from date of issuance unless terminated earlier in accordance with the agreement terms.
- The sample agreement is provided as Attachment 1 in the RFP. Use Form 4 in your proposal to indicate if you have any exceptions to the contract terms and conditions.

Information can be found on  
our website

[www.jwbpinellas.org](http://www.jwbpinellas.org)

Any changes in meeting  
date/time and written  
responses to questions will be  
posted on the website

Please direct all communication  
concerning this solicitation to:

Lorrayne Hayes

[lhayes@jwbpinellas.org](mailto:lhayes@jwbpinellas.org)

727-453-5654