

WASHINGTON COUNTY ARKANSAS

ATTN: Alisha Willett
280 N College Ave, Suite 530
Fayetteville, AR 72701



INVITATION TO BID

DUE: 4:00PM – October 1, 2018

Sealed bids must be clearly marked on the outside of the package with: "RFP 2018-06 Integrated Finance Software"

PROPOSALS WILL BE OPENED OCTOBER 2, 2018 @ 9:30 AM

LOCATION: WASHINGTON COUNTY COURTHOUSE

280 N. COLLEGE AVE, SUITE 530, FAYETTEVILLE, AR 72701

RFP 2018-06 INTEGRATED FINANCE SOFTWARE

GENERAL SPECIFICATIONS: Washington County is requesting pre- from qualified vendors in accordance with the requirements of this solicitation for an integrated, online, real-time application software system. Vendors must respond to this initial request to qualify for the upcoming proposal.

REQUIREMENTS: Respondents failing to comply with any of the following requirements will not be considered for the evaluation and award process:

Each respondent is required to fill in every blank and shall supply 100% of all of the information requested within each section; failure to do so may be used as a basis of rejection.

INFORMATION: For additional information, email purchasing@co.washington.ar.us. Bidders shall direct bid inquiries to the Washington County Purchasing Office.

FOR EVALUATION PURPOSES WE REQUEST THAT YOU SUBMIT ONE (1) ORIGINAL AND FOUR (4) COPIES OF YOUR RFP IN A SEALED ENVELOPE LABELED "RFP 2018-06 INTEGRATED FINANCE SOFTWARE"

It is solely and strictly the responsibility of the respondent to ensure that the RFP is received by the Washington County Purchasing Division on or before the specified date and time.

LATE PROPOSALS WILL NOT BE ACCEPTED.

The undersigned hereby offers to furnish & deliver the articles and/or service as specified, and all parts of this offer at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal unless upon mutual written agreement by bidder and Washington County. The vendor's name, signature and title of an authorized agent of the vendor duly empowered to enter into and make binding agreements on vendor's behalf are executed below.

Name of Firm: _____

Contact Person: _____ Title: _____

E-Mail: _____ Phone: _____

Business Address: _____

City: _____ State: _____ Zip: _____

I affirm that the information given on this form is true and accurate as of this date.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

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TERMS AND STANDARD CONDITIONS

1. When submitting a bid/proposal, the bidder warrants that the commodities covered shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified.
2. Sales or use tax is not to be shown in bid price but is to be added by the vendor to the invoice billing to the County. The County is not exempt from Arkansas Sales and Use Tax. Vendors are to register and pay both taxes directly to the Arkansas State Revenue Dept.
3. When bidding other than the brand and/or model specified in the request, the brand and/or model must be listed and descriptive literature attached to the document. County may require examples of product bid.
4. Identical Bids: In the event of two or more identical low bids, Arkansas Code Annotated Section 14-22-111 shall apply.
5. Specifications furnished with this request are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Other than designated brands and / or models approved as equal to designated products shall receive equal consideration.
6. Samples of items when required must be furnished free and, if not called for within 30 days from the date of the bid opening, will become the property of Washington County.
7. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility within Washington County. Charges may not be added after the bid is opened.
8. The Purchasing Division reserves the right to award items, all or none, or by line item(s).
9. Quality, time and probability of performance will be some of the factors in making an award.
10. Guarantees and warranties should be submitted with the bid/proposal, as they may be a consideration in making an award.
11. Any ambiguity in any bid as the result of omission, error, lack of clarity or noncompliance by the bidder with specification, instructions and all conditions of bidding shall be construed in the light most favorable to the County.
12. All terms and conditions stated herein shall constitute a complete and integrated document and the covenants contained herein shall not be altered or modified by parol evidence unless such modifying term, conditions or covenants are in writing and are signed by the vendor and the agent of Washington County.
13. When noted, the Contractor is to supply Washington County with evidence of having and maintaining proper and complete insurance, specifically Worker's Compensation in accordance with the laws of the State of Arkansas, public liability and property damage. The Contractor shall pay all premiums and costs. In no way will the County be responsible in case of accident.
14. Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on the bid form and/or provided for by the plans and specifications at the rate of \$50.00 per day.
15. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and/or services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders' information ONLY and will be used for tabulation and presentation of the bid and the participant reserves the right to increase or decrease quantities as required. Bidder agrees to this condition upon the signing of this document.
16. Washington County reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities or technicalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired and unless otherwise specified by the vendor, to accept any item in the bid. If unit prices and extensions thereof do not coincide, Washington County may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.
17. All bids/proposals must meet or exceed the requirements of the bid documents and must be submitted on the proper bid forms as prepared and provided by the county.
18. No contract or agreement may contain an indemnification clause, or an arbitration clause; if such a clause is present in any contract or agreement, such shall be deemed stricken and null and void.
19. All contracts or agreements shall be governed by the State of Arkansas and venue shall lie in Washington County, Arkansas. Any Provisions to the contrary shall be deemed stricken and null and void.

1. BID SECURITY

A. Bid Security will be requested prior to award. Respondent must be prepared to provide the below before contract acceptance.

B. All awarded bids are required to include a Bid Security with the bid. Make Bid Security payable to Washington County, Arkansas in an amount equal to five percent (5%) of the bid sum. Bid Security may be in the form of following:

1. **Bid Bond** issued by a surety licensed to conduct business in the State of Arkansas
2. **Certified Check**
3. **Cashier's Check**
4. **Letter of Credit from their Bank**

C. The successful bidder's Bid Security will be retained until he has signed the contract agreement and furnished the required insurance certificates, and furnished Performance and Payment bonds.

D. Bid security will be returned with the final milestone payment. If a bidder refuses to enter into a contract, the owner will retain his Security as liquidated damages, but not as a penalty.

2. AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

Contractor, subcontractor and/or seller agrees that the performance of any work or sale pursuant to this bid is and shall in all respects be in strict compliance with all local, state and federal laws as well as such rules, regulations, ordinances, proclamations, demands, directive, executive orders or other requirements issued pursuant thereto by the municipal, state and federal governments and all subdivisions thereof which now govern or may thereafter govern the manufacture, sale or delivery of the Goods contemplated by this bid including but not limited to the provisions of (i) Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and the regulations and executive orders issued thereunder, (ii) the Equal Employment Opportunity clause in Section 202 of Executive Order 11246, as amended, and the implementing rules and regulations (41 CFR, Part 60) and executive orders issued thereunder, (iii) the Affirmative Action Clauses and regulations of Section 503 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended, and executive orders issued thereunder, and (iv) all laws, interim and permanent standards, rules, regulations and executive orders of the Occupations Safety and Health Act and all state and federal laws and regulations relating to safety and health standards. Seller agrees upon request to furnish Buyer with a certificate of compliance relating to any such laws in such form as Buyer may require. Seller agrees to indemnify and hold harmless from any liability arising from any failure of the Goods purchased under this bid from complying with such laws and regulations.

3. INSURANCE

A. All proposals must contain a letter of intent from an insurance company authorized to do business in the State of Arkansas stating its willingness to insure the Company pursuant to the terms of any contract resulting from the request for proposal. The Company shall procure and maintain, at the Company's expense, the following insurance coverage for the period of the Contract. Certificates evidencing the effective dates and amounts of such insurance must be provided to Washington County (where labor is involved)

- B. (i) Workers Compensation: As required by the State of Arkansas.
(ii) Comprehensive General Liability (Broad Form) coverage in amounts specified under the contract for work at the facility prior to the signing of the contract. Minimum shall be the total amount of contract.

4. RESTRICTION OF BOYCOTT OF ISRAEL

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract or purchase order valued at \$1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

5. CONTRACT

5.1 If applicable a sample of the vendor's contract should accompany the bid.

5.2 The term of the contract shall be one year from date of award,

6. SUBMISSION OF BIDS

All bids will be submitted on the forms provided by the County. All bid forms must be signed by a representative of the company having the legal authority to bind the bidder contractually. Bidder's signature on the face of the bid form indicates bidder's agreement to be governed by Federal, State and County laws and regulations.

Should a bidder find discrepancies in the specifications, or should (s)he be in doubt as to the meaning or intent of any part thereof, bidder must, no later than 48 hours prior to the bid opening, request clarification from the County. Written requested maybe emailed to purchasing@co.washington.ar.us. Oral instructions or explanations will not be binding. Only written addenda shall be binding. Any addenda resulting from these requests for clarification will be faxed or delivered to all listed holders of the bid document and posted on the County web-site. Bidders shall acknowledge the receipt of all addenda. Any addenda or bulletins issued during the time of bidding shall become part of the documents provided to bidders for the preparation of their bids. Any such addenda or bulletins shall be covered in the bid, and shall be made part of the resulting agreement.

7. EXCEPTIONS

In the event a bidder desires to take exception to any term or condition set forth in the Sample Agreement, and/or any of its Exhibits and Attachments, said exceptions must be clearly identified in the response to this Request for Bid. **Exceptions or deviations to any of the terms and conditions must not be added to the Request for Bid pages but must be a separate document accompanying the bid.**

Should the County omit anything from this bid request which is necessary to provide a clear understanding of the work, or should it appear that various instructions are in conflict, then the bidder shall secure written instructions from the Purchasing Department at least forty-eight (48) hours prior to the time and date of the bid opening shown on page one (1).

8. NOTICE TO BIDDERS

The County may not consider bids from individuals, contractors, firms or corporations included in the following categories:

- A. Any organization or individual currently in arrears or in default to the County on a previous debt or contract.
- B. Any organization or individual currently in default as surety, or otherwise, for any obligation to the County.
- C. Any organization or individual who has previously failed to faithfully perform a contract with Washington County.

9. AWARD OF CONTRACT

In as much as time is of the essence bidders are advised that contract award will be made, within 90 days, to the bidder with:

9.1 The lowest responsible and responsive bid and,

9.2 This proposal shall be considered a comparative bid. The award will not be solely based upon the lowest price response. The bid will be graded upon the evaluation criteria listed in section 15.

9.3 A back up bidder will be awarded in the event that the awarded lowest responsible and responsive bidder is not able to comply with this proposal and /or the contract is terminated within the first year of services.

9.4 The compliance with specifications.

Washington County reserves the right to reject any or all bids submitted in response to this solicitation, to waive an informality or technicality, or to accept bids deemed to be in the best interest of the County.

10. TIME SCHEDULE

- 10.1 RFP posted on County website and legal notice published, September 2, 2018
- 10.2 RFP requests for interpretations to be submitted by 2:00PM on September 24, 2018
- 10.3 RFP due at 4:00 PM, Monday October 1, 2018
- 10.4 RFP opened at 9:30 AM, Tuesday, October 2, 2018

11. GENERAL SPECIFICATIONS & QUALIFICATIONS

Washington County is requesting proposals from qualified vendors in accordance with the requirements of this solicitation for an integrated, online, real-time application software system. The respondent must provide a product that has the ability to comply with all Arkansas Statutory regulations. The County may purchase all or some of the awarded respondent's projected proposal.

The County will require the migration of all information, for daily processes, including but not limited to:

- A. Vendor Information Tables
- B. Current Fixed Assets and Inventory
- C. All Previous & Current Employee Information & Identification
- D. All Previous & Current Employee Dependents
- E. All Previous & Current Employee Benefits
- F. General Ledger Information by Fund Department and Line Item including Budgeting, Accounts Payables & Purchasing
- G. Treasury Accounting Information for all maintained accounts

The following software solutions are to be proposed all or none:

- A. General Ledger
- B. Budgeting
- C. Purchasing/Procurement
- D. Asset / Inventory Management
- E. Accounts Payable
- F. Payroll
- G. Treasury Accounting
- H. Reports
- I. Human Resources
- J. Grants

11.1.1 INTEGRATED SYSTEM REQUIREMENTS

Fully Integrated software shall have the below interactions:

1. Complete listing of all third party vendors that will come with the proposal.
2. Connect Information and establish associations when required field has matching information.
3. Each module is to connect to (import, extract, and export information to) all other modules
Example: A purchase order can be created by a Bid Management, Contract Management, or Court Order Management.
4. Each module to have the ability to attach documents, information, and note
5. All Attachments and information should automatically flow through to other modules when populated.
6. All attachments should have the ability to update, modify, or correct via a multiple step approval workflow including the below information:
 - Reason
 - Approved
 - Declined
 - Tracking of Previous Information
7. Each module to have a search ability for any and all information fields
8. Each module to have automatic Interfacing to fill in information from all modules
Example: When a purchase order is entered and invoice is attached, the invoice will automatically attach during the invoice entry process.
9. User friendly dashboards that include specific information pertinent to each separate department.
10. User friendly, simple, field naming with a field help function for tables and navigational locations.
11. Help menus located within each setting for all information including each module, screen, mask, report, etc.
12. Simplified error coding and warnings that explain the problem with the error number.
13. Tracking for all changes made to all modules or entry from processes.
14. Formulate a chronological step by step process between conjoining modules:
Example:

- | | | |
|------------------------------|------------------------------------|------------------------------|
| i.) General Ledger | ii.) Vendor Management | iii.) Bid Management |
| iv.) Contract Management | v.) Court Order Management | vi.) Purchase Orders |
| vii.) Procurement Card Entry | viii.) Accounts Payables Invoices | ix.) Final Invoice Approvals |
| x.) Warrant Printing | xi.) Treasury Reports | xii.) Check Printing |
| xiii.) Accounts Receivables | xiv.) Inventory / Asset Management | |

11.1.2 SOFTWARE SOLUTION DESCRIPTIONS

A. GENERAL LEDGER - Shall have the following features:

1. Automatic and simultaneous posting of all sub-ledger items in the appropriate general ledger accounts
2. Simultaneous updating of general ledger and cost accounting areas
3. Real time evaluation of and reporting on current accounting data, in the form of account displays, financial statements with different balance sheet versions and additional analyses.
4. Actual individual transactions shall be able to be checked at any time in real time processing by displaying the original documents, line items and monthly debits and credits at various levels such as:
 - Account
 - Journals
 - Summary of monthly debits and credits (balances)
 - Balance sheet/fund balance evaluations
5. Support all the functions required for a financial and fund accounting system, to include
 - Flexible structuring of the chart of accounts
 - Real time simultaneous update of the Sub-ledgers and general ledger eliminating time-consuming reconciliation
 - Parallel views of data in both the general ledger and managerial accounting applications
 - Provide for preliminary postings

B. BUDGETING-When formulating the budget, Washington County shall be able to:

1. Perform decentralized budget planning and allow the budget to be viewed from a variety of perspectives within the organization
2. Monitor the status of the overall budget as it passes through multiple reviews and approvals
3. Manage the budget's submission to ensure that each portion of the budget is completed properly
4. Control access to budgeting transactions and budget data
5. Manage numerous documents that support budget line items

C. PURCHASING/PROCUREMENT

1. Must be able to track acquisitions from cradle to grave including but not limited to:
 - Vendor Management
 - Purchase Orders
 - Bid Management
 - Asset / Inventory Management
 - Contract Management
 - Court Order Management
2. Must have a multiple tier Purchase Order Request and Procurement Cards Entry Approval Process
3. Must have the ability for multiple end-users to enter Purchasing Requisitions
4. The above management section shall have the below information requirements:
 - Vendor Information Management requires the below information:

➤ Name	➤ Account Number
➤ ID Number	➤ Vendor / Employee Affiliation
➤ Contact information Including but not limited to:	
○ Physical Location Address	○ Ship To Address
○ Payment Remit to Address	○ Phone / Fax Numbers
➤ W9 / 1099 Information	
○ Taxpayer ID Number	○ Social Security Number

- Employer ID Number
- Attachment of completed W9
- Related Party Information
 - Ordinance Number
 - Multiple Employees' Information:
 - Name
 - ID Number
 - Department
- Vendor Management shall have an unlimited amount of numbers to be issued.
- No duplicate vendor identification number should be added.
- There shall be a warning indicating the duplication error.
- Vendor Management Information must be able to import/ extract / export information to and from the following:
 - Purchase Orders
 - Assert / Inventory Management
 - Bid Management
 - Grants
 - Contract Management
 - Court Order Management
 - Accounts Payables
 - Treasury Accounting
- Purchase Orders require the below information:
 - Purchase Request Number
 - Approval Process
 - Requested By Date
 - Vendor Purchased from
 - Requested By Date
 - Ship To ID
 - Confirmation Number
 - Account Number
 - Bid number
 - Contract Number
 - Court Order Number
 - Attachment Addition and Modification Ability
 - Purchase Order Number
 - Purchase Order Requester
 - End User
 - Required Date
 - Remit to Vendor for Procurement Cards
 - Required Date
 - Quantity
 - Description
 - Amounts
 - Fund / Department / Line Item
 - Over Budget Warning during entry
 - Automatically Export attachments during invoice entry process
- Purchase Orders must be able to import/ extract / export information to and from the following:
 - Vendor Management
 - Bid Management
 - Contract Management
 - Grants
 - Court Order Management
 - Inventory Management
 - Accounts Payables
 - Treasury Accounting
- Bid Management requires the below information:
 - Bid Number
 - Creation of Bid Packets
 - Formal and informal bidding
 - Advertising Dates
 - Tabulations and Quote Pricing
 - Bid Management must be able to import/ extract / export information to and from the following:
 - Vendor Management
 - Purchase Orders
 - Contract Management
 - Court Order Management
 - Inventory Management
 - Accounts Payables
 - Contract Number
 - Court Order Number
 - Types of Bid Rejections
 - Awarded Bid Totals
 - Attachment Addition and Modification Ability
- Asset / Inventory Management (See Section 11.1.2.D)
 - Asset / Inventory Management must be able to import/ extract / export information to and from the following:
 - Purchase Orders
 - Vendor Management
 - Bid Management
 - Contract Management
 - Court Order Management
 - Accounts Payables
- Contract Management
 - Vendor Name
 - Fund, Department, Line Item Information
 - Vendor Number
 - Description

- Type
- Additions and Amendments
- Purchase Order Information
- Renewal Reminders
- Attachment Addition and Modification Ability
- Contract Management must be able to import/ extract / export information to and from the following:
 - Vendor Management
 - Purchase Orders
 - Bid Management
 - Court Order Management
 - Inventory Management
 - Accounts Payables
- Termination Policies
- Inventory ID Numbers
- Retainage and Annual Increases
- Through Dates

- Court Order Management requires the below information:
 - Number
 - Type
 - Fund / Department / Object
 - Attachment Addition and Modification Ability
 - Court Orders must be able to import/ extract / export information to and from the following:
 - Purchase Orders
 - Vendor Management
 - Bid Management
 - Grants
 - Contract Management
 - Inventory Management
 - Accounts Payables
 - Treasury Accounting
 - Title
 - Description Information
 - Amount

5. Must be able to extract, navigate/ link to, and interface with all other modules purchased with this Integrated Financial Software and additional software enhancing the procurement function including but not limited to: business to business vendor communication, real time vendor management, internal commodity cataloging / end user on-line shopping mall, etc.

D. ASSET / INVENTORY MANAGEMENT

Must provide effective management and control of inventory (general inventory, fixed assets, capital equipment, repair parts, supplies, etc.), in real time, that tracks the movement of inventory throughout all stages of the procurement process.

Must provide an integrated comprehensive fixed asset system which provides access to key information as listed in inventory management. Not limited to book value, location of assets, inventory costs, and depreciation values.

Inventory Software must contain the below information for all items listed

1. ID number
2. Description
3. Type
4. Make
5. Model
6. Serial Number
7. Unit Number
8. Other for additional information and note fields
9. Invoice Number
10. Invoice Date
11. PO number
12. Bid Number
13. Contract Number
14. Court Order Number
15. Purchase Amount
16. Location Information:
 - Department
 - Employee Name
 - Physical Location Address
 - Employee Title
 - Suite Number
 - Room Name

- 17. Location Transfer Information:
 - Court Order Number
 - Department From
 - Notes
 - Department To
- 18. Attachment Addition and Modification Ability:
 - Accounts Payables
 - Court Orders
 - Image of Equipment
- 19. Book Value and Depreciation Schedule
- 20. Warranty Expiration Dates and Information
- 21. Disposal Information of item including:
 - Disposal Date
 - Disposal Type
 - PO number field for advertisement or trade-in
 - Sale Price
 - Buyer Information
 - Disposal Method
 - Court Order Number
 - Note Field
- 22. Insurance Information Including
 - Provider
 - Policy Number
 - Start Date
 - End Date
- 23. Lease Information Including
 - Contract Management Information
 - Vendor Name
 - Vendor Number
 - Lease ID number
 - Inception Date
 - Expiration Date

E. ACCOUNTS PAYABLE– Shall have the following features

1. Records and administers the accounting data for all vendors. It is also an integral part of the purchasing system: deliveries and invoices are recorded for each vendor.
2. The relevant postings for these documents in the GL component are carried out automatically in response to these transactions. In the same way, the accounts payable component supplies the cash management and forecast component with the figures from invoices necessary to optimize liquidity planning.
3. The payment program settles any outstanding payables that meet the selection criteria established at the time of being scheduled. This program supports all the standard payment methods (checks, electronic transfers etc.) in printed form as well as in electronic form.
4. Postings in accounts payable shall be simultaneously recorded in the general ledger, with different G/L accounts being updated according to the transaction involved (payables, down payments). For monitoring open items, the system shall provide due date forecasts and other standard reports.
5. Software must have the capability to inquire the below options including but not limited to:
 - Through Dates
 - Vendor Name
 - Vendor Number
 - Contract Number
 - PO Number
 - Invoice Number
 - Invoice Amount
 - Account Number
 - Warrant Number
 - Check Number
 - Division Type
 - Address
 - Fund Number
 - Department number
 - Object Codes
6. Invoice Entry for Accounts Payables shall include the below information fields no limited to:
 - To prevent over payments, no duplicate invoice number for all specific vendors, shall be entered.
 - There shall be a warning indicating the duplication error.
 - Invoice Number
 - Vendor ID
 - PO number
 - Invoice Date
 - Over Budget Warning during entry
 - Invoice Total
 - Fund / Department / Line Item
 - Unit Price
 - Attachment Addition and Modification Ability
7. The Accounts Payable posting process should follow the below example:
 - i. Invoice Entry
 - ii. Pre-Payment Warrant Totals Report

- iii. Individual Invoice Approvals
 - iv. One step payment processing
 - v. Final Warrant Approval and Processing
 - vi. Automatic Approval and check listing sent to Treasurer
8. Ability to add attachments to previously paid invoices
 9. Capability of 1099 tracking, reporting and multiple query options.
 10. Ability to exclude transactions from 1099 reporting. Some examples include:
 - IF the payment is not directly remitted to the specific vendor. In the case that a payment is made via a procurement card and issued to the bank instead of being remitted with a check to the vendor
 - IF a County employee is also a contacted laborer for a department. Regular employee reimbursements would need to be remitted.
 11. W-2 Reporting
 12. Accounts Payables modules must be able to import/ extract / export information to and from the following:

<ul style="list-style-type: none"> • Vendor Management • Purchase Orders • Bid Management • Grants 	<ul style="list-style-type: none"> • Court Order Management • Inventory Management • Contract Management • Treasury Accounting
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F. PAYROLL – Shall have the following features

1. Records and administers the accounting data for all employees.
 - Ability to pay for a single employee from multiple budgets including splitting for position:
 - Insurance
 - Taxes
 - Retirement
 - All County Contributions
2. The relevant postings for these documents in the GL component are carried out automatically in response to these transactions. In the same way, the accounts payable component supplies the cash management and forecast component with the figures from invoices necessary to optimize liquidity planning.
3. The payment program settles any outstanding payables that meet the selection criteria established at the time of being scheduled. This program supports all the standard payment methods (checks, electronic transfers etc.) in printed form as well as in electronic form.
4. Postings in accounts payable shall be simultaneously recorded in the general ledger, with different G/L accounts being updated according to the transaction involved (payables, down payments). For monitoring open items, the system shall provide due date forecasts and other standard reports.
5. Software must have the capability for multiple inquiry options including but not limited to: vendor numbers, contract numbers, PO numbers, addresses, fund numbers, department numbers, single and multiple object codes, vendor account numbers, etc.
6. Maintains various accumulators for benefits based on employee tenure for:
 - Anniversary Date Vacation rates:
 - 1-7 Years= .038 hours of vacation per hour worked
 - 7-10 Years= .046 hours of vacation per hour worked
 - 11-15 Years= .058 hours of vacation per hour worked
 - 15years+= .069 hours of vacation per hour worked
 - Annual Longevity Pay:
 - 5-9 Years= \$250
 - 10-14 Years= \$350
 - 15-19 Years= \$500
 - 20-24 Years= \$600
 - Over 25 Years= \$750
7. Capability of 1099 tracking, reporting and multiple query options.
8. W-2 Reporting
9. Time and attendance module that integrates with industry standard timeclock hardware
 - Unlimited number of employee end-users
 - Individual employee ability to clock in and clock out with user limitation settings to prevent misuse

- Supervisor employee time clock management for:
 - Corrections for missed “punches”
 - Addition of time codes
- Schedule time codes to include the below with the ability to add future codes:

➢ Salary Full Time	➢ Salary Part Time (PT)	➢ Car Allowance	➢ Elect Official Car
➢ Inclement Weather	➢ PT Inclement Weather	➢ FMLA	➢ Phone
➢ Mileage	➢ Vacation (Vac) Used	➢ PT Vac Used	➢ PT Vac Accrued
➢ Lump Sum Vac	➢ PT Lump Sum Vac	➢ Sick Used	➢ PT Sick Used
➢ Lump Sum Sick	➢ PT Lump Sum Sick	➢ Sick Accrued	➢ PT Sick Accrued
➢ Lump Sum Comp	➢ PT Lump Sum Comp	➢ Comp Time Used	➢ PT Comp Time
➢ Comp Time Earned	➢ PT Termination Pay	➢ Termination Pay	➢ Admin Leave
➢ PT Admin Leave	➢ Bonus	➢ PT Bonus	➢ Longevity
➢ Overtime (OT)	➢ PT Straight Time OT	➢ Straight Time OT	➢ Holiday Taken
➢ Holiday Birthday	➢ PT Holiday Birthday	➢ Holiday Incentive	➢ PT Holiday
➢ Special Event Pay	➢ OT Special Event Pay	➢ Bereavement	➢ PT Bereavement
➢ Workers Comp	➢ PT Workers Comp	➢ Quorum Court	➢ Planning Board
➢ Equalization Board	➢ Catastrophic (Cat) Pay	➢ Cat Bank Load	➢ Cat Transferred
➢ Cat Hours Awarded	➢ Cat Donated	➢ Sick Adjust (Adj)	➢ PT Sick Adj
➢ Birthday Adj	➢ PT Birthday Adj	➢ Vac Adj	➢ PT Vac Adj
➢ Bereavement Adj	➢ PT Bereavement Adj	➢ Comp Adj	➢ PT Comp Adj
➢ Holiday Birthday Adj	➢ PT Holiday Birthday Adj	➢ Retro Adj	➢ PT Retro Adj
		➢ Misc Earned	➢ What If - Test
- Available daily notes section end-users and supervisors regarding any time out or over.

G. TREASURY ACCOUNTING

1. Process payments, manage customer credit and track historical trends
2. Track receivables by fund, source, and revenue categories
3. Payments can be received electronically or entered manually
4. Support any cash application i.e. – manual data entry, auto application, lock-box interface, Electronic Funds Transfer (ETF), Electronic Data Interchange (EDI),
5. Provide online methods for entering and applying cash payments
6. Process payments in electronic and paper check form
7. Proving Treasury and Reporting for Schools, Municipalities, and Fire Departments by:
 - Bank reconciliation
 - Accounts receivables
 - Accounts payables
 - Real time balancing
8. Receive information for and provide Accounts Payables, by fund, for Employee Payroll Categories:
 - Federal Income Tax
 - State Income Tax
 - Social Security
 - Medicare
 - Credit Unions
 - Garnishments
 - Child Support
 - Bankruptcy
 - Multiple Cafeteria Insurance Selections
 - Various Payroll Organization Donations
9. Keep payment type categories for various Accounts Payables and Receivable's:

• School Districts	• Fire Departments	• Municipalities	• Surplus Receipts
• Federal Income Tax	• State Income Tax	• Social Security	• Medicare
• Credit Unions	• Garnishments	• Child Support	• Bankruptcy
• Purchasing Rebates	• County Rebates	• State Rebates	• Phone Rebates
• County Ordinances	• County Court Orders	• Invoice Numbers	• Employee Payroll
• Multiple Cafeteria Insurance Selections		• Various Payroll Organization Donations	
• Employee Reimbursements		• Receiving Contract Payments	
10. Treasury Accounting modules must be able to import/ extract / export information to and from the following:

• Vendor Management	• Court Order Management
• Purchase Orders	• Inventory Management
• Bid Management	• Contract Management
• Grants	• Accounts Payables

H. REPORTS

Various reports are required by audit and law for multiple reasons. Specific data must be extracted depending on the results required. Must have the ability to:

1. Unlimited end-user access to report writing
2. Shared or private report settings for County end-user sharing
3. Sharing Groups for Departments
4. Specialized Groups for restricted Information such as Social Security, Equal Employment, Affirmative Action, Veteran Status, etc.
5. User friendly ad hoc report building software
6. Customizable Reports by any field criteria
7. Specify date ranges for data.
8. Query all listed information, from any field, into any format
9. Ability to query side by side information for analysis
10. Ability to project possible scenarios based upon past records regarding:
 - Position Openings
 - Min / Max Inventory
 - Budgeting
 - Fund & Department
11. Export to Excel, Word, and Adobe

I. HUMAN RESOURCES

Must provide a complete functionality and support for payroll processing, data and benefit management, to include:

1. All essential core payroll functions, including earnings and deductions processing, full retro processing, calculation of averages, loans, garnishments, status changes and arrears processing
 - Must include fields for all of the below and a note field for each deduction, benefit, & status change
2. Must keep tracking of employee status changes regarding:
 - Pay Rate
 - Position Title
 - Position Number
 - Fund & Department
 - Grade
 - Class
 - Status
 - Reason For Change
3. Reporting and tracking of a job positions history, utilizing any and all updates regarding:
 - Grade
 - Position Number
 - Job Description
 - Job Title
4. Reporting and tracking of all employee applications utilizing the below information:
 - Date of Application
 - Name
 - Address
 - EEOC Information
 - Interview Date
 - Rejection Information
5. Ability to do mass employee percentage or flat rate amount pay increases.
6. Ability to do a mass update concerning specific benefit package updates.
7. Ability to do mass updates to employee benefit charges by type:
 - Employee
 - Employee & Children
 - Married Couple
 - Family
8. Ability to add unlimited benefit vendors while retaining historic records of previous employees
9. No duplicate benefit vendor identification number should be added. There should be a warning indicating the duplication error.
10. Must have a page or printed report showing the employees current and previous records regarding:
 - Position Status
 - Benefits
 - W-2 Information
 - Check Withholdings
11. Ability to test probable benefit and pay increase updates with projected "what if" numbers
12. New hire, promotion, termination, and transfer processing
13. Employee Identification (ID) Numbers and Order
 - New employee ID numbers are to remain in sequence with previous number order
 - System must have the ability to manually enter historic numbers, held by previous employees, upon rehire.
 - No duplicate employee ID shall be issued. There should be a warning indicating the duplication error.
14. Full benefit management to include the below information for dependents:
 - Name
 - Date of Birth
 - Social Security Number
 - Proof of Dependency
15. Dependent verification

16. Report, calculate, and track all employee withholdings regarding child support, garnishments, and other similar payments utilizing the below information:
- Court Order
 - Payee
 - Payee Address
 - Initial Balance
 - Payment Amounts
 - Total Paid & Balance
 - Account Number
 - Memo
17. Report, calculate, and track all employees selecting COBRA insurance coverage, utilizing the below information:
- Hire Date
 - Termination Date
 - Benefit Package
 - Coverage End Date
18. Automatic I9 Notifications for Expired documents
19. Automatic FMLA Tracking Notifications
20. Field containing information selection of COBRA benefits: Yes or No
21. Workers Compensation tracking for Bureau of Labor Statistics (BLS) reporting compliance to include:
- Date & Time of Accident
 - Employee ID Number
 - Hire Date
 - Age
 - Fund and Department
 - Case Number
 - Physician
 - Facility
 - Filed Date
 - 1st Report of Injury
 - Case Description
 - Injury / Illness Information
22. Information for the Affordable Care Act tracking and report compliance to include:
- Employee
 - Hire Date
 - Effective Date
 - Coverage Type
 - Coverage Dates
 - No Coverage Dates
 - Calendar Year Selection
23. Individual Employee training records retention for unlimited classes, with the below information:
- Class Name
 - Hours
 - Grade
 - Location
24. Online / Electronic Employee Information and Forum
- Pay Information
 - W9 Information and Printing
 - Printable Check Stubs containing the below
 - Gross Salary
 - Net Salary
 - Primary Insurance Deductions
 - Multiple Cafeteria Insurance Deductions
 - State Income Tax Deductions
 - Federal Income Tax Deductions
 - Available Vacation Leave Time
 - Available Compensatory Leave Time
 - Medicare Deductions
 - Social Security Deductions
 - Garnishment Deductions
 - Year to Date Gross Income
 - Year to Date Deductions
 - Year to Date Net Income
 - Available Sick Leave Time
 - Leave Balances
 - Current Job Openings
 - Internal Hire Job Openings
 - Electronic Application Submission
 - Electronic Employee Update Forms
 - Address Changes for HR forms
 - CodeRed Warning Alerts
 - Payroll and Benefit Deductions (see above)
 - Open Enrollment Updates
 - FMLA
 - Workers Compensation
 - Tax Deductions Forms
 - Benefit Changes
 - Miscellaneous Payroll deductions
 - Supervisor Forms for Employees
 - Certificates of Achievement
 - Performance Evaluations
 - Employee Performance Improvement Plans

J. GRANTS

Must provide the following budget reports that maintain all account activity:

1. Update balances from accounts payables and receivables
2. Update any carryover balance from the previous year

3. Must have information fields that include:
 - Grant Name
 - Start Date
 - End Date
 - Date to Order Funds
 - Vendor ID Number
 - Vendor Name
 - Treasury Accounting
 - Received Amounts
 - Award Date
 - Application Date
 - Award Status
 - Paid Amounts
 - PO number
 - Fund
 - Department
 - Line Item
4. Send automatic notifications of all payments made from any grant fund
5. Send automatic notifications when fund balances will expire in 30 days.
6. Send automatic notification
7. Records to reflect real time current numbers for all funds on all reports, balances, payments, and deposits
8. Grants modules must be able to import/ extract / export information to and from the following:
 - Vendor Management
 - Court Order Management
 - Purchase Orders
 - Inventory Management
 - Bid Management
 - Contract Management
 - Treasury Accounting
 - Accounts Payables

11.1.3 IDENTICAL SOFTWARE TESTING SITE

Respondents shall provide an identical, up to date, test site for general usage, updates, and corrections.

11.2 INVOICE PAYMENTS

Invoice payments will be issued with milestone progression:

- A. 25% upon Contract award and Signature
- B. 25% upon installation
- C. 25% upon go live with full implementation and beta functionality
- D. 25% Final payment 8 months after implementation & proven performance.
 1. All modules are actively being utilized
 2. All required training has been successfully performed
 3. Software is functioning as proposed

11.3 SOFTWARE SUPPORT AND MAINTENANCE FEES

The annual software support and maintenance fees shall not exceed twenty percent of the total software cost and not increase greater than three percent annually.

11.4 SOFTWARE LICENSES

In order to prevent any future loss of support, respondents shall provide a perpetual software license agreement without sale/assignments.

11.5 UPGRADES

As long as the annual maintenance and license agreement is continued and paid annually, by the county, there will be no additional expense to the county for software updates or upgrades. The awarded software vendor will assist the county in installing these improvements at no extra cost.

11.6 TRAINING

Respondents must provide training to verify end-user comprehension of all modules. An all-inclusive electronic training manual shall be provided to all County End-users for various permission levels and tasks.

11.6.1 Training sessions will be held before and after implementation for the below:

- A. Individual departments as a group
- B. Specialized Supervisor Training

11.6.2 The County will require at least four training sessions:

- A. Once during testing and interview process (This will be recorded. See below Section 11.7)

- B. Once no greater than one week before go live and beta functionality
- C. First follow-up training 3 months after implementation
- D. Second follow-up training 6 months after implementation

11.7 TESTING OF PRODUCT

Sometime during the interview process, the respondent shall provide a virtual replica of the software, provided in this proposal, for testing, question, and answer sessions. This replica shall have the ability to allow various end-users to test simultaneously. The respondent shall offer an end-user trainer during this portion of the interview process. All testing, examples of product and interviews will be recorded. The County will sign non-disclosure agreements to ensure the security of the information being provided.

12. SOFTWARE REQUIREMENTS

Vendors are instructed to complete the following RFP forms by placing an X in the correct column (Yes | No | M | *) for each requirement as described below:

Coding Key:

YES Indicates that the contractor’s standard software is fully compliant, and meets or exceeds the requirements.

NO Indicates that the contractor’s software does not and cannot meet this requirement

M Indicates that a software modification is required to meet and/or exceed this requirement. If there is a cost associated with this modification, list the dollar amount in the comments area.

(*) Indicates the contractor has an alternate method to satisfy a requirement. The contractor may place an asterisk (*) in the YES column and refer in detail to that item in the “Comments to Software Requirements” section or additional pages.

MINIMUM REQUIREMENTS					
The following are minimum requirements. Special consideration will be accorded to contractors able to satisfy these requirements. Please answer all questions as stated.					
Requirements		YES	NO	M	Comments
1.	Can comply with Section 11. (Pg. 6)				
2.	Can comply with Section 11.1.1 (Pg. 6)				
3.	Can comply with Section 11.1.2.A.1 (Pg. 7)				
4.	Can comply with Section 11.1.2.A.2 (Pg. 7)				
5.	Can comply with Section 11.1.2.A.3 (Pg. 7)				
6.	Can comply with Section 11.1.2.A.4 (Pg. 7)				
7.	Can comply with Section 11.1.2.A.5 (Pg. 7)				
8.	Can comply with Section 11.1.2.B.1 (Pg. 7)				
9.	Can comply with Section 11.1.2.B.2 (Pg. 7)				

10.	Can comply with Section 11.1.2.B.3 (Pg. 7)				
11.	Can comply with Section 11.1.2.B.4 (Pg. 7)				
12.	Can comply with Section 11.1.2.B.5 (Pg. 7)				
13.	Can comply with Section 11.1.2.C.1 (Pg. 7)				
14.	Can comply with Section 11.1.2.C.2 (Pg. 7)				
15.	Can comply with Section 11.1.2.C.3 (Pg. 7)				
16.	Can comply with Section 11.1.2.C.4 (Pg. 7-9)				
17.	Can comply with Section 11.1.2.C.5 (Pg. 9)				
18.	Can comply with Section 11.1.2.D.1 (Pg. 9)				
19.	Can comply with Section 11.1.2.D.2 (Pg. 9)				
20.	Can comply with Section 11.1.2.D.3 (Pg. 9)				
21.	Can comply with Section 11.1.2.D.4 (Pg. 9)				
22.	Can comply with Section 11.1.2.D.5 (Pg. 9)				
23.	Can comply with Section 11.1.2.D.6 (Pg. 9)				
24.	Can comply with Section 11.1.2.D.7 (Pg. 9)				
25.	Can comply with Section 11.1.2.D.8 (Pg. 9)				
26.	Can comply with Section 11.1.2.D.9 (Pg. 9)				
27.	Can comply with Section 11.1.2.D.10 (Pg. 9)				
28.	Can comply with Section 11.1.2.D.11 (Pg. 9)				
29.	Can comply with Section 11.1.2.D.12 (Pg. 9)				
30.	Can comply with Section 11.1.2.D.13 (Pg. 9)				
31.	Can comply with Section 11.1.2.D.14 (Pg. 9)				
32.	Can comply with Section 11.1.2.D.15 (Pg. 9)				
33.	Can comply with Section 11.1.2.D.16 (Pg. 9)				
34.	Can comply with Section 11.1.2.D.17 (Pg. 10)				

35.	Can comply with Section 11.1.2.D.18 (Pg. 10)				
36.	Can comply with Section 11.1.2.D.19 (Pg. 10)				
37.	Can comply with Section 11.1.2.D.20 (Pg. 10)				
38.	Can comply with Section 11.1.2.D.21 (Pg. 10)				
39.	Can comply with Section 11.1.2.D.22 (Pg. 10)				
40.	Can comply with Section 11.1.2.D.23 (Pg. 10)				
41.	Can comply with Section 11.1.2.E.1 (Pg. 10)				
42.	Can comply with Section 11.1.2.E.2 (Pg. 10)				
43.	Can comply with Section 11.1.2.E.3 (Pg. 10)				
44.	Can comply with Section 11.1.2.E.4 (Pg. 10)				
45.	Can comply with Section 11.1.2.E.5 (Pg. 10)				
46.	Can comply with Section 11.1.2.E.6 (Pg. 10)				
47.	Can comply with Section 11.1.2.E.7 (Pg. 10-11)				
48.	Can comply with Section 11.1.2.E.8 (Pg. 11)				
49.	Can comply with Section 11.1.2.E.9 (Pg. 11)				
50.	Can comply with Section 11.1.2.E.10 (Pg. 11)				
51.	Can comply with Section 11.1.2.E.11 (Pg. 11)				
52.	Can comply with Section 11.1.2.E.12 (Pg. 11)				
53.	Can comply with Section 11.1.2.F.1 (Pg. 11)				
54.	Can comply with Section 11.1.2.F.2 (Pg. 11)				
55.	Can comply with Section 11.1.2.F.3 (Pg. 11)				
56.	Can comply with Section 11.1.2.F.4 (Pg. 11)				
57.	Can comply with Section 11.1.2.F.5 (Pg. 11)				
58.	Can comply with Section 11.1.2.F.6 (Pg. 11)				
59.	Can comply with Section 11.1.2.F.7 (Pg. 11)				

60.	Can comply with Section 11.1.2.F.8 (Pg. 11)				
61.	Can comply with Section 11.1.2.F.9 (Pg. 11-12)				
62.	Can comply with Section 11.1.2.G.1 (Pg. 12)				
63.	Can comply with Section 11.1.2.G.2 (Pg. 12)				
64.	Can comply with Section 11.1.2.G.3 (Pg. 12)				
65.	Can comply with Section 11.1.2.G.4 (Pg. 12)				
66.	Can comply with Section 11.1.2.G.5 (Pg. 12)				
67.	Can comply with Section 11.1.2.G.6 (Pg. 12)				
68.	Can comply with Section 11.1.2.G.7 (Pg. 12)				
69.	Can comply with Section 11.1.2.G.8 (Pg. 12)				
70.	Can comply with Section 11.1.2.G.9 (Pg. 12)				
71.	Can comply with Section 11.1.2.G.10 (Pg. 12)				
72.	Can comply with Section 11.1.2.H.1 (Pg. 13)				
73.	Can comply with Section 11.1.2.H.2 (Pg. 13)				
74.	Can comply with Section 11.1.2.H.3 (Pg. 13)				
75.	Can comply with Section 11.1.2.H.4 (Pg. 13)				
76.	Can comply with Section 11.1.2.H.5 (Pg. 13)				
77.	Can comply with Section 11.1.2.H.6 (Pg. 13)				
78.	Can comply with Section 11.1.2.H.7 (Pg. 13)				
79.	Can comply with Section 11.1.2.H.8 (Pg. 13)				
80.	Can comply with Section 11.1.2.H.9 (Pg. 13)				
81.	Can comply with Section 11.1.2.H.10 (Pg. 13)				
82.	Can comply with Section 11.1.2.H.11 (Pg. 13)				
83.	Can comply with Section 11.1.2.I.1 (Pg. 13)				
84.	Can comply with Section 11.1.2.I.2 (Pg. 13)				

85.	Can comply with Section 11.1.2.I.3 (Pg. 13)				
86.	Can comply with Section 11.1.2.I.4 (Pg. 13)				
87.	Can comply with Section 11.1.2.I.5 (Pg. 13)				
88.	Can comply with Section 11.1.2.I.6 (Pg. 13)				
89.	Can comply with Section 11.1.2.I.7 (Pg. 13)				
90.	Can comply with Section 11.1.2.I.8 (Pg. 13)				
91.	Can comply with Section 11.1.2.I.9 (Pg. 13)				
92.	Can comply with Section 11.1.2.I.10 (Pg. 13)				
93.	Can comply with Section 11.1.2.I.11 (Pg. 13)				
94.	Can comply with Section 11.1.2.I.12 (Pg. 13)				
95.	Can comply with Section 11.1.2.I.13 (Pg. 13)				
96.	Can comply with Section 11.1.2.I.14 (Pg. 13)				
97.	Can comply with Section 11.1.2.I.15 (Pg. 13)				
98.	Can comply with Section 11.1.2.I.16 (Pg. 14)				
99.	Can comply with Section 11.1.2.I.17 (Pg. 14)				
100.	Can comply with Section 11.1.2.I.18 (Pg. 14)				
101.	Can comply with Section 11.1.2.I.19 (Pg. 14)				
102.	Can comply with Section 11.1.2.I.20 (Pg. 14)				
103.	Can comply with Section 11.1.2.I.21 (Pg. 14)				
104.	Can comply with Section 11.1.2.I.22 (Pg. 14)				
105.	Can comply with Section 11.1.2.I.23 (Pg. 14)				
106.	Can comply with Section 11.1.2.I.24 (Pg. 14)				
107.	Can comply with Section 11.1.2.J.1 (Pg. 14)				
108.	Can comply with Section 11.1.2.J.2 (Pg. 14)				
109.	Can comply with Section 11.1.2.J.3 (Pg. 15)				

110.	Can comply with Section 11.1.2.J.4 (Pg. 15)				
111.	Can comply with Section 11.1.2.J.5 (Pg. 15)				
112.	Can comply with Section 11.1.2.J.6 (Pg. 15)				
113.	Can comply with Section 11.1.2.J.7 (Pg. 15)				
114.	Can comply with Section 11.1.2.J.8 (Pg. 15)				
115.	Can comply with Section 11.1.3 (Pg. 15)				
116.	Can comply with Section 11.2 (Pg. 15)				
117.	Can comply with Section 11.3 (Pg. 15)				
118.	Can comply with Section 11.4 (Pg. 15)				
119.	Can comply with Section 11.5 (Pg. 15)				
120.	Can comply with Section 11.6 (Pg. 15 & 16)				
121.	Can comply with Section 11.7 (Pg. 16)				
122.	All applications/modules must be fully integrated from a single contractor.				
123.	The proposed system must utilize MSSQL for the database system.				
124.	The proposed system must use secure Web Browser Interface for applications (no client software). The system must also support Chrome, Firefox, Edge, and Internet Explorer.				
125.	Does the proposed system include any third-party applications (such as report writers) for unlimited users? Have they been listed in this proposal?				
126.	Application security must provide flexible access control down to the field level; allowing specific access permissions such as update, view-only, or prohibit-view.				
127.	Application must provide ability for users to tailor system provided reports or allow for end-user custom reporting without requiring third-party or specialized software; retaining application level				

	security and performance.				
128.	The vendor must provide operating system / database licensing requirements for server applications.				
129.	Can the vendor provide 9 client references that have been live on the proposed software for over one year?				
130.	Can the vendor provide 6 Government municipality client references that have been live on the proposed software for over one year?				
131.	Can the vendor provide 3 Human Resources client references that have been live on the proposed software for over one year?				
132.	Can the vendor provide 3 Procurement client references that have been live on the proposed software for over one year?				
133.	Can the vendor provide 3 Controller / Finance Management client references that have been live on the proposed software for over one year?				
134.	Can the vendor provide 3 Information Technologies (IT) client references that have been live on the proposed software for over one year?				
135.	Provides for custom, user-defined, or ad hoc queries with output to view on-line, print, or file.				
136.	Allows user-configurable screen column layout.				
137.	On-line, real-time updates of all data elements within the application database.				
138.	Reporting output to Word, HTML, PDF, & Excel formats.				
139.	Integrated, customer-designable workflow to track and approve transactions flow through the system.				
140.	Vendor must provide memory / processor requirements for virtualized environment.				

141.	Provide authentication schemes/directory integrations supported, and minimum requirements.				
142.	Provide authentication schemes/ directory integrations supported, and minimum requirements.				
143.	Must interface with the County's current Road Department application.				
144.	User licenses to all application modules must be unlimited (Site License)				
145.	The proposed solution must include all interfaces.				
146.	The proposed system must have proven track record of operation on VMWare based virtual server.				
147.	Must be able to provide all-inclusive (not to exceed) pricing for 5 years.				

14. FIRM/INDIVIDUAL EXPERIENCE

Please fill in the requested information below:

Number of Employees: _____

Number of Years in Business: _____

Number of Home & Branch Offices: _____

List Office and Branch Locations:

--	--	--	--

Type of organization: Individual or Sole Proprietorship Professional Corporation
 Partnership Joint Venture Other: _____

Provide a list of all third party software services:

Name Of Company	Name Of Company	Name Of Company
Name(s) of Principal	Name(s) of Principal	Name(s) of Principal
Federal EIN	Federal EIN	Federal EIN
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone
Email	Email	Email

Provide nine client references that have been live on the proposed software for over a year.

Reference 1	Reference 2	Reference 3
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone
Email	Email	Email

Reference 4	Reference 5	Reference 6
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone
Email	Email	Email

Reference 7	Reference 8	Reference 9
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone
Email	Email	Email

Provide six Government municipality client references that have been live on the proposed software for over a year.

Reference 1	Reference 2	Reference 3
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone
Email	Email	Email

Reference 4	Reference 5	Reference 6
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone
Email	Email	Email

Provide three Human Resources client references that have been live on the proposed software for over a year.

Reference 1	Reference 2	Reference 3
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone
Email	Email	Email

Provide three Procurement client references that have been live on the proposed software for over a year.

Reference 1	Reference 2	Reference 3
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone
Email	Email	Email

Provide three Controller / Finance Management client references that have been live on the proposed software for over a year.

Reference 1	Reference 2	Reference 3
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone
Email	Email	Email

Provide three IT client references that have been live on the proposed software for over a year.

Reference 1	Reference 2	Reference 3
Name	Name	Name
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone	Phone	Phone
Email	Email	Email

14. VENDOR PRICE, SERVICE, AND INFORMATION

The County is authorized to contact all references included in this packet Yes No
 I have read this proposal in its entirety, requested any needed clarifications, and have an understanding of this solicitation. Yes No

What is the average life cycle of the product being proposed? _____

What is the projected amount of business days needed to compile information between contract signatures and go live? _____

Name of the Proposed Product: _____

Product Version Number: _____

This is the newest Version available: Yes No

This version is what will be utilized during all interviews, testing, and training: Yes No

Best and Lowest Price for an all-inclusive software proposal packet \$ _____

General Ledger Price \$ _____

Budgeting Price \$ _____

Purchasing/Procurement Price \$ _____

Asset / Inventory Management Price \$ _____

Accounts Payable Price \$ _____

Payroll Price \$ _____

Treasury Accounting Price \$ _____

Reports Price \$ _____

Human Resources Price \$ _____

Grants Price \$ _____

Third Party Vendor Price by Name: _____ \$ _____

Service and Purpose of Vendor: _____

Third Party Vendor Price by Name: _____ \$

Service and Purpose of Vendor: _____

Third Party Vendor Price by Name: _____ \$

Service and Purpose of Vendor: _____

Third Party Vendor Price by Name: _____ \$

Service and Purpose of Vendor: _____

Training Price _____ \$

Hourly Fee for Remote software Support _____ \$

On-Site Service Fee _____ \$

15. EVALUATION FACTORS

This proposal shall be considered a comparative bid. The award will not be solely based upon the lowest price response. The evaluation criteria will have the following relative weighting given each item.

- 25 Points (1) Specialized experience and technical competence of the firm with respect to the type of professional services required;
- 40 Points (2) Capacity and capability of the firm to perform the work in question including specialized services, within the time limitations fixed for the completion of the project;
- 25 Points (3) Past record of performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules and deadlines; and
- 10 Points (4) Firm's proximity to and familiarity with the area in which the project is located.

16. BID CHECK-OFF LIST

Proposal Signed

Proof of Insurance Included

All Exceptions Listed on a Separate Document

All Information is Filled in the Blanks (terms such as negotiable, or case by case will not be accepted)

Sample Copy of Contract, If applicable

Four Copies of the Completed Bid