



## WASHINGTON COUNTY, ARKANSAS

### Purchasing Department

9/10/2018

## Addendum 1

### RFP 2018-06 Integrated Finance Software

1. Number of employees (# of W'2) issued last year: the County printed 838 2017 W-2. However, the County employs approximately 1500 including part-time and seasonal positions.
2. Current Software: IFAS 7.9.13.84 (through Superior LLC)
3. Current Software Platform, e.g. Windows, AS/400, etc.: Windows Server 2016
4. Fiscal Year: 1/01/2018-12/31/2018
5. Data Conversions requirements for the RFP: All financial records must be converted from the County's existing Financial Management Software to the new software. The total price of the proposed software must include the cost of the required data conversion. The existing Software system holds county financial records from 2010 to current in a Microsoft SQL Server 2008 R2 RDBMS.
6. Whether companies from Outside USA can apply for this? (like, from India or Canada) Yes. However, the respondent must comply with all Federal and Arkansas regulations and statutes.
7. Whether we need to come over there for meetings? Yes, on-site attendance will be necessary for interviews, training, and implementation of the software.
8. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada): There are many aspects to the RFP that cannot be performed outside of the US. For example: the amount of data, needed to be transferred, cannot be sent electronically.

9. Can we submit the proposals via email? No, according to the bid packet specifications and statutory regulations, responses must be submitted in a sealed envelope / package.
10. Can you please describe in more detail what the expectations are for these items in relation to purchasing and procurement?

The County process for Court Orders is a similar manner to Contracts. Court Orders are drafted by various users and signed by the County Judge. The Court Order number is issued chronologically and not repeated. To name a few purposes of a Court Order: they are written to clarify a purchase, the status of inventory, ratify various fund transfers, and even declare the burial of a pauper.

A few examples are listed below.

- We receive a purchase requisition for an amount exceeding the bid threshold of \$20,000. The purchase is exempt from bid and the County either wishes to “piggy back” from another agency’s contract or no contract is needed. The County will draft a Court Order to be signed by Judge. When the signed Court Order is filed, it is listed on the Purchase Order as evidence, and attached to the fixed asset file for our property records.
- When the above listed property is in need of removal, another Court Order is drafted for the surplus, appraisal, disposal, or trade-in of the asset. This Court Order is then listed and attached to the disposal page for the Asset / Inventory Management.

There are five basic types of Court Orders. They are listed below. Each of types would have various subtypes to include the different Court Orders needed within the category.

1. Legal
2. Disposal of Property
3. Inventory Transfers or Corrections
4. Purchase
5. Finance