



City of Hardeeville Request for Proposal for Financial Accounting Software System

August 10, 2009

Responses to RFP are due by September 11, 2009

The Request for Proposals (RFP) is presented as follows:

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1. Overview

The City of Hardeeville was incorporated in 1911 and is located in Jasper County, South Carolina. The City provides police, fire, public works, planning, recreation and administrative services. The City of Hardeeville is requesting proposals for a municipal finance software system. The system should include all of the following system solutions:

- General Ledger
- Budget Preparation
- Accounts Payable
- Purchase Orders
- Bank Reconciliation
- Fixed Assets
- Inventory Control
- Project Accounting
- GASB 34 compliance
- Payroll
- Time Entry
- Collections/Receipts (integrated with merchant card services)
- Building/Planning Projects
- Business Licenses
- Business Licenses Online
- Court Case Management
- Report Writing Capability
- Document Imaging

The City currently operates using Smith Data software for payroll and budgetary accounting software and Energov for its Business Licensing/Permitting activities. The City would like the following data converted from Smith Data:

- Historical financials including payroll and accounts payable;
- Payroll employee master file; and
- Accounts Payable vendor master file.

Please explain any specific hardware needs as part of vendor response. Price is an important consideration in this process, but not the only consideration.

Other factors will include track record of successes at other South Carolina municipalities, identification and understanding of the City's requirements and experience of key personnel charged with the implementation.

2. Timeline

The City intends to complete the process using the following schedule:

Request for Proposal Release August 10, 2009

Vendor Questions Due September 11, 2009

Vendor Proposal Responses Due September 30, 2009

Finalist Notified October 10, 2009

Vendor Demonstrations Completed September 30, 2009

Contract Awarded/Council Approval October 15, 2009

Implementation/Training: November/December 2009 for general ledger, payroll, court and February 2010 for Business Licensing/Permitting modules.

3. Vendor Instructions

For questions or information, call Finance Director Dennis Averkin at (843) 784-2231 or email at daverkin@cityofhardeeville.com

To respond, provide one original and one copy with reference to 'RFP for Accounting Software' by 5:00 p.m. on Friday, September 11, 2009. Please mail to: City of Hardeeville, Attn. RFP Financial Software, P.O. Box 609, Hardeeville SC 29927 (For express courier delivery, please deliver to 205 E. Main Street, Hardeeville SC 29927).

4. Revisions to the Request

The City of Hardeeville retains the right to modify this request at any time. The City of Hardeeville shall post additional information, changes or revisions it deems necessary on the website at www.cityofhardeeville.com. Additionally, the City of Hardeeville may

provide materials directly to firms that are known to be interested. It shall be the responsibility of the firm, however, to obtain such materials (if any) from the City of Hardeeville's website.

5. Evaluation and Selection

The City will select a finalist(s) through a review of submittals, reference checks, total estimated costs and/or interviews prior to the selection. The City Manager or his delegate is the only individual who may legally commit the City to the expenditure of funds for a contract resulting from this solicitation. The City Council may approve or confirm the contract as recommended by the City Manager.

6. Rejection of Submittals

The City of Hardeeville reserves the right at its sole discretion, to reject any or all submittals, without penalty and to not issue a contract as a result of this request. The City of Hardeeville also reserves the right at its sole discretion, to waive minor administrative irregularities contained in any submittal.

7. Costs to Submit

The City of Hardeeville will not be liable for any costs incurred by any respondent in preparation of a submittal in response to this request, in conduct of a presentation, or any other activities related to response to this RFP.

8. Questionnaire (please complete all sections)

Instructions:

The following requirements and features have been identified by the City for inclusion in the desired system. The responses should be in the following format:

Enter "Y" if the item is included as part of the standard system package.

Enter "N" if the item is not available.

Enter "M" if the system requires modifications to meet this specification. You may attach an appendix to explain what steps must be taken if you indicate M as a response.

Please identify the estimated cost of any required modification.

Description	Answer
1. Single Input - Information should be entered into the system one time. Duplicate entry of data should be eliminated. This should provide greater efficiency, timely information, and eliminate errors introduced through data re-entry.	
2. Ease of Use - The system must be easy to use and learn. A Windows environment is required. Please specify which version(s) of Windows on which your system will run	
3. Real Time Information - system must be real time, not batch. Budget - Transactions that will affect financial balances should be reflected immediately in the appropriate ledgers. Forecast - Users should be able to forecast results based on actual data.	
4. Remote Access – Does the system provide access to remote departments for budget and other financial information? (i.e., general ledger, payroll time entry, receipts?)	
5. Schedule - Install system in a timely manner and in accordance with the City schedule outlined above.	
6. Reporting - The system should provide reporting tools for generating custom reports from system information, as well as data export to Excel, Access, Word, Outlook, Adobe *.pdf, etc.	
7. Meetings - Do you currently sponsor regular (i.e., annual) user group meetings for each module?	
8. Manuals -Do you provide user documentation manuals/online help for each subsystem?	
9. Training/Support - Provide detailed on-site training, documentation and support. Is ongoing training and support available? Please state hours of live support in EST.	
10. Training - Please specify how many staff-days of training you anticipate providing as part of your proposal:	

· Budgeting · Accounts Payable · Purchase Orders · Bank Reconciliation · Fixed Assets · Project Accounting · GASB 34 Reporting (CAFR) · Payroll · Business Licenses · Building/Planning Permitting	
11. References-Please provide a list of South Carolina municipalities which use your system, along with names and phone numbers of responsible individuals who can be contacted.	
12. Hourly rate- As part of your proposal, please provide staff hourly rates for additional work outside the scope of any contract should the vendor be selected (if applicable).	
13. Reporting- Please describe how your reporting system works and specifically identify South Carolina State-required reports that are available without manipulation of data formats.	
14. Profile- Please provide a vendor profile that indicates number of staff, year established and key staff.	
15. Security – The system should be capable of enforcing uniform policies and procedures throughout the City. Security should cover various levels from user to user, class or group. Please describe what security provisions your system has in place.	

System Specifications

Description	Answer
1. Does the system include basic password protection for standard access?	
2. Can application access be restricted by password?	
3. Does the system use a Windows interface? Which program language platform?	

4. Is file recovery automatic after a system failure?	
5. State-of-the art database, such as Progress, Oracle, or MS SQL?	
6. Does the database support real-time processes?	
7. Does system run on an NT network/Windows work stations? Can the client install/run the software on a pc with the Vista operating system?	

Financial System

General Ledger

Description	Answer
1. System is real time system not batch processing?	
2. Menus have drill-down capabilities for detail?	
3. ALL screens in a Windows format?	
4. System has complete on-line help function?	
5. Report generation for reporting?	
6. Handle an unlimited number of accounts?	
7. Interface to Bank Reconciliation, AP, AR, Permits, Licensing?	
8. Does the system provide for centralized account management?	
9. Are users restricted from access of applications not within their authority?	
10. Can information be exported to other software such as Excel/Word/Adobe?	
11. Can reports be generated for each individual fund?	
12. Allow at least 13 periods per year with open periods?	
13. Allow unlimited number of years of detail information?	
14. Which of the following reports are available: · Current encumbered/unencumbered balances · Detail of transactions by account · Revenue and expense detail by account · Revenue and expense summary	

· Cash flow statements · Accounts payable – paid and unpaid · Budget positions · Detailed account history – multiple years · Balance sheet detail · GASB 34 Statements/Reporting · Bank Reconciliation	
15. Is accounting information available by the following: · By account · By period · By date range · By fund · By department · By employee · By project · By fixed asset class	
16. Does the system support multiple accounting methods: · Cash basis · Modified accrual · Accrual	
17. Can entries be reverse and deleted automatically?	
18. Are entries tracked as to: · Transaction date and time · Posting date and time · By user performing entry · By account	
19. Allow unlimited number of entries?	
20. Does the system have an approval process for entries?	
21. On-line screen inquiry including unlimited history?	
22. Can the previous year be 'locked' after year end to avoid inadvertent changes?	
23. Does the system provide monthly/quarterly/annual reporting in accordance with SC state/federal required reporting standards for: · Form 941/941 Schedule B · OAR	

· W2/1099 · SC Deferred Compensation · SC Retirement · SC Unemployment · SC Money Plus · SC Retirement 401K · SC Retirement Roth 401K · SC Sales & Use Tax	
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Budget Preparation

Description	Answer
1. Create next year's budget using current year, year to date data?	
2. Allow for budget amendments and maintain the original budget and the amended budget?	
3. Provide the budget in accordance with SC State guidelines?	

Accounts Payable/Purchasing

Description	Answer
1. System is real time and not batch processing?	
2. Menus have drill down capabilities for detail?	
3. All screens in a Windows format?	
4. Report writer for reporting?	
5. Handle an unlimited number of accounts?	
6. Does the system provide for maintenance of vendor records? · By vendor name? · By vendor number?	
7. Does the system assist in preparing request for W9's?	
8. Does the system track whether vendors require 1099's or not?	
9. Will the system track vendor invoices?	
10. Can you cancel invoices in the system?	
11. Can you cancel checks/purchase orders in the	

system?	
12. Does the system allow unlimited number of vendors?	
13. Does the system allow unlimited years of history?	
14. Will the system allow you to work in the current and future period? (I.e., fiscal year runs 7/1 to 6/30)	
15. Does the system support both check and voucher printing?	
16. Do transactions directly affect account codes for: · Income? · Expenses? · Budget? when posted?	
17. Does the system provide check reconciliation?	
18. Are duplicate payments flagged/prevented?	
19. Can the system print 1099's at year end, if necessary?	
20. Can the system generate a payment approval list for internal layers of City approval? I.e., Dept Head, City Manager, City Council, etc.	
21. Can you access vendor history by vendor, invoice date, check date or account code?	
22. Does the system allow the user to inquire vendor by name?	
23. Does the system track SC State 'sales and use' tax?	
24. Does the vendor screen information include contract limits?	
25. Does the system accommodate for wire/phone transfers?	
26. Does the system verify budget status prior to accepting a transaction?	

Permitting/Planning/Licensing

Description	Answer
1. System is real time and not batch processing?	
2. Menus have drill down capabilities for detail?	

3. All screens in a Windows format?	
4. Report writer for reporting?	
5. Handle an unlimited number of accounts?	
6. Does the system provide future integration to an electronic cash drawer system with receipt printing?	
7. Does the system have a business license application available? Online?	
8. Will the system allow for credit card payments?	
6. Does the system provide future integration to an electronic cash drawer system with receipt printing?	
7. Does the system have a business license application available? Online?	
8. Does the system have an inspection module available? Can inspections be set up online?	
9. Can the system auto generate required inspections based on type of permit?	
10. Does the system allow for automatic email notification to other departments and/or modules when other approvals are needed?	
11. Can the system issue warnings or “red flags” to the Permitting Module if a contractor’s license is expired prior to issuance of the permit?	
12. Does the system tie Permitting and Licensing together so that staff can access both?	
13. Can the business license software show prior gross receipts history on screen so that hard files do not have to be pulled manually.	
14. Will the system allow for credit card payments?	
15. Can the system allow for complex fee schedules? Business License – Projected gross receipts vs. actual, assess late fees, issue credits/refunds? Building Permits – ICC valuation, City Permit Fee Table, Development Fees?	

Payroll

Description	Answer
1. System is real time and not batch processing?	
2. Menus have drill down capabilities for detail?	
3. All screens in a Windows format?	
4. Report writer for reporting?	
5. Does the system support standard user-defined salary information for personnel?	
6. Allow payroll time cards to be submitted electronically? Approval by Dept. Heads/Managers at time of submission?	
7. Does the system support part-time and hourly employees, with prorated benefits?	
8. Does the system accommodate 24/7 shifts?	
9. Does the system track accrued time such as: · Vacation? · Sick time? · Comp time? · Personal days?	
10. Is the payroll system integrated to the general ledger and budget system?	
11. Can the system support the SC retirement program requirements?	
12. Will the system generate all Federal and State reporting requirements?	
13. Can the system generate the following: · W2's · 1099's · 941 and 941 Schedule B · SC Deferred Compensation Report · SC Unemployment Report · SC Retirement Systems Report · SC Money Plu\$ Report · SC 401K Reports	
14. Can the system support the following deduction types: · Deferred compensation	

· SCRS/PORS · 401K · Child Support · Supplemental Insurance · 457	
15. Can the tax tables be maintained and updated by the user? If no, what steps/procedures are taken by your firm to ensure that the proper tables are in place?	
20. Is direct deposit provided? If yes, are NACHA files automatically produced to be uploaded into electronic banking? Does the system allow for printing of deposit slips?	
21. Does the system allow for printing of checks for temporary, part-time employees?	
22. Does the system allow for remote entry of Time sheet data?	
23. What type of security does the system provide?	

9. Appendix for “M” responses (add as many as applicable)