



ALAMO RMA

Alamo Regional Mobility Authority

"Moving people faster"

Request For Proposal

**To Provide Accounting and
Financial Management Software**

To The Alamo RMA

January 15, 2010

ALAMO RMA OF SAN ANTONIO, TEXAS

Request For Proposal To Provide Accounting and Financial Management Software

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REQUEST FOR PROPOSALS
ACCOUNTING AND FINANCIAL MANAGEMENT SOFTWARE
FOR THE ALAMO REGIONAL MOBILITY AUTHORITY
BEXAR COUNTY, TEXAS

The Alamo Regional Mobility Authority (“Alamo RMA”) is a governmental entity seeking a qualified firm to provide accounting and financial management software and related services. The Alamo RMA will review and evaluate proposals to provide a comprehensive financial management package that will include functionality pertaining to accounting, financial management, project management and customer relationship management, technical and business application consultation service, training, system maintenance, and on-going consultation and support service. The accounting component should be an off-the-shelf software that may be modified to address the aforementioned functionality. In addition, it is desirable that the accounting software serve as a financial management tool and has the capacity to integrate with other software such as project management software. It is intended that the software will have the capacity to add additional modules and/or functionality in the future.

This Request for Proposal (“RFP”) represents a competitive process for qualified firms to provide a financial management system that will be used to record and report financial information in accordance with GAAP requirements. In addition, the system will be utilized as a financial and project management tool and to develop and prepare information according to customer needs (customer relationship management). The process of competitive negotiations being used should not be confused with competitive sealed bidding where goods and services can be precisely described and price is generally the determining factor. This competitive RFP will provide the Alamo RMA with the flexibility to negotiate, with firms, the terms and conditions that are mutually agreeable to all parties. The Alamo RMA will consider the terms and conditions of the proposal, including the type and cost of services to be provided, and will select the firm offering a proposal deemed most advantageous to the Alamo RMA. The Alamo RMA intends to enter into contract negotiations with the selected financial institution. These negotiations could include any aspect of software, services and fees. If a contract is not finalized in a reasonable period of time, the Alamo RMA will open negotiations with the next ranked firm. Final selection and approval is subject to Alamo RMA Board approval.

OVERVIEW:

The Alamo RMA is a governmental entity that is a political subdivision of the State of Texas. It is a local transportation authority authorized to build, operate, and maintain roads and other transportation projects. The Texas Legislature authorized the creation of RMAs in 2001 under Senate Bill 342. The Alamo RMA is overseen by a seven member Board of Directors and Alamo RMA professional staff and consultants that are committed to finding ways to empower the local community to take charge of its transportation future.

The Alamo RMA was created in December 2003 and currently utilizes QuickBooks and Excel spreadsheets to perform its accounting function. As the organization has evolved it is now time to update the financial accounting and financial management system. The evolution of the organization will continue and therefore the accounting and financial management system will need to address current needs as well as accommodate additional needs as the organization continues to grow. The type of funds utilized or to be utilized are government funds, proprietary funds and fiduciary funds. Within the governmental fund type are the general fund, debt service fund, special revenue fund, and capital projects fund. The proprietary fund type includes the internal fund and enterprise funds. The fiduciary fund type

is currently not utilized but will be required in the future. The accounting functionality should include a module or modules that will be installed that will depend, in part, on the needs analysis, but may include but not be limited to: (1) general ledger, (2) accounts payable, (3) accounts receivable, (4) capital projects, (5) debt service, (6) employee benefits, (7) grants, (8) human resources – time allocation and payroll, (9) project management and job costing, (10) inventory and fixed assets, (11) customer relationship management, (12) budgeting, (13) report writing, and (14) contract compliance monitoring.

SCOPE OF FINANCIAL MANGEMENT SOFTWARE FUNCTIONALITY AND SERVICES:

General

The Alamo RMA requires the installation of a financial management system that will satisfy the current accounting requirements according to GAAP, provide for financial management and report writing capability and customer relationship management, provide information and reports for capital project management, and have the flexibility to add functionality to meet future financial management system requirements. What follows is a listing and brief explanation of the major financial management functionality that the Alamo RMA currently utilizes or may utilize in the future.

Accounting

The Alamo RMA currently records transactions in a QuickBooks general ledger and uses Excel spreadsheets for financial management purposes. The summary below is a description for an upgrade to the accounting process and includes items to meet future accounting needs.

Governmental Fund Type Accounting:

- General Fund..... This fund is the chief operating fund of the Alamo RMA. It is used to account for all financial resources of the Alamo RMA except for those required to be accounted for in another fund.
- Special Revenue Funds ... Currently the Alamo RMA does not have a project that requires the utilization of special revenue fund reporting. However, during fiscal year 2010 the Alamo RMA will undertake two projects that will be funded with Federal, State and local funds. During the software acquisition and implementation a needs assessment will be conducted by the Alamo RMA in coordination with the accounting software provider to determine the appropriate method of accounting and the software required to accommodate the accounting need.
- Capital Projects Funds.... Accounting for capital projects is a future need and will require the software capacity to account for capital projects.
- Debt Service Funds The Alamo RMA has entered into various financial assistance agreements which include grants and loans. The accounting software will be required to accommodate debt service fund accounting.

Proprietary Fund Type Accounting:

- Enterprise Funds..... Comprehensive long-term capital improvement planning includes the construction of revenue producing facilities. The accounting software will be required to accommodate enterprise fund accounting.
- Internal Service Funds.... As the Alamo RMA continues to grow, internal service fund accounting will be applied.

Fiduciary Fund Type Accounting:..... The Alamo RMA currently does not require fiduciary fund accounting; however, during the needs assessment it will be determined if the new software implementation should include this capability immediately or such functionality be acquired at a future date.

Financial Management System Functionality

Accounting Functionality: The accounting software will be required to accommodate the aforementioned fund accounting types. Accounting modules will be assessed for timing of implementation to match the accounting need and the timing of the expenditure with the recording and reporting requirements according to GAAP.

Financial Management: This functionality will utilize accounting data and provide reports that will assist the management decision making process. This will include financial management reporting and analyses on an accrual and cash accounting basis.

Capital Project Management (CRM):
(Dashboard Application This functionality will use data to provide for, interface with, and/or integrate with capital project software to provide information and reports applicable to project management. Project management includes tracking the process of planning, organizing, and controlling a project. A component of the CRM functionality will provide user friendly reports pertaining to project budgets, project timelines, and actual versus budget costs and time. Information will in part be captured through job costing applications. In addition it will track resources needed to complete a job, provide information on actual versus projected budgets and timelines, expenditures will be tracked for; (1) total project costs, (2) segment or component costs of a project, (3) major costing categories such as construction, project management, consultants, sub-consultants, change orders, and (4) other information that may be needed to effectively manage a project.

Report Writing:	The report writing functionality will provide “canned” reports as well as be able to create custom reports tailored to customer, manager and user needs.
Customer Relationship Management:	The customer relationship management component will incorporate data and attributes of the aforementioned functionalities to develop reports and graphics that can be used to provide information to citizens, elected officials, Board members, and management for informative and decision making purposes.
Budgeting:	This application will provide a mechanism to forecast and budget revenues and expenditures for the organization’s operating and capital projects.

Professional Services

Consulting:	The consulting component will provide technical and business application assistance to assess the Alamo RMA’s needs and the implementation of to-be, best practice processes. This consultation service will also assess the hardware requirements, work flow requirements, and best practices to be implemented. Consultation service will assist is determining the best software design application that utilizes an off-the-shelf accounting software that can be modified and/or integrated with other software to provide the functionality previous described.
Installation Service:.....	This includes in-house assistance with the installation of the new software, conversion of the existing system into the new system, testing, and go-live.
Training:	This includes training during installation and on-going training after installation and training in connection with new software updates and releases. Training may be accomplished at the Alamo RMA offices, at a general training facility, or web based.
Follow-up Assistance:	This includes consultation after software implementation, conversion and go-live on an as needed basis.

Licenses and Agreements

Software:.... ..	The software license applies to a current need of ten users with access to read only and report writing capability. The number of users will increase in the future to approximately fifteen users within five years. Two people out of the current ten users will require input capability.
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Maintenance Service:	Proposals should include a 1-year, 3-year and 5-year maintenance plan.
Upgrades and New Releases:	It is assumed that the cost of upgrades and new releases will be included in the software license. If it is not a part of software license cost it should be included as a separate item in the proposal.

MINIMUM QUALIFICATIONS FOR PROPOSING FIRMS:

The minimum qualifications required of a firm to provide financial management software sales and services to the Alamo RMA, hereinafter referred to as “Respondents” are listed below. Firms submitting proposals must provide a letter certifying that the institution satisfies the qualifications listed below. Such institutions must also include documentary evidence of qualification, where appropriate.

- The Respondent must provide product certification or other evidentiary documentation that demonstrates that the Respondent is knowledgeable of the products and services to be provided.
- The Respondent must provide the appropriate licenses and/or documentation that demonstrates the Respondent has the legal authority to sell and service the products to be provided.
- At least one of the individuals to be assigned to the Alamo RMA account must be a certified public accountant that is versed in governmental accounting.

RESPONSES TO THE RFP SHALL INCLUDE THE FOLLOWING INFORMATION:

PROPOSAL FORMAT AND CONTENT

Respondents must provide a complete answer to all questions set forth in this RFP and provide all required attachments. Utilization of existing brochures, pamphlets and information items is an acceptable form of response to a question only if such material specifically addresses the questions and does not require interpretation or evaluation to form a conclusion. Responses to the questions that follow will be used by the Accounting Software Selection Committee to evaluate the proposals. Failure to respond to any question or complete and return the attached forms as requested in this RFP may result in a proposal being deemed nonresponsive and therefore not considered in the selection process.

1. Include the following information related to your firm:
 - a. Name and address
 - b. Location of headquarters and Central Texas offices
 - c. History including date founded
 - d. Brief description of firm and summary of experience providing the desired services
 - e. At least three (3) references that the Alamo RMA may contact (provide name, title, affiliation, address, and telephone number)

2. Include the following information regarding the personnel that would be assigned to the Alamo RMA's account:
 - a. Name, title, address, and office location
 - b. Years of applicable experience
 - c. Brief résumé
 - d. Please designate which of these personnel will be the Alamo RMA's day to day contact to assist with the implementation
3. Provide the names of the executive staff responsible for making immediate and important decisions concerning the Alamo RMA account and their availability during normal business hours, after hours, and weekends.
4. Provide evidence of firm's financial and operational stability. Preferably, the last three year's audited financial statements. Describe major financial, operation, staffing, and organizational changes that have occurred in your firm during the last eighteen (18) months, or such changes that are expected to occur over the next twelve months.
5. Indicate whether the firm is a certified historically underutilized business ("HUB") or disadvantaged business enterprise ("DBE") and if so provide supporting documentation, including evidence of certification through the State of Texas or a Texas regional certification agency.
6. Services to be Provided. Provide a complete description of the services Respondent will provide to install the hardware, software and business practices to effectuate the previously described functionality. Please include responses to the items listed below in your description of services.
 - A. Needs assessment of existing hardware, software, business practice, and work flow.
 - B. Recommendation of operating platform, hardware, software package(s), modification to business processes, work flow, and how to best realize the functionality previously described.
 - C. Training during installation, conversion, go-live, subsequent to go-live, and on-going in connection with new software releases and updates.
 - D. Describe follow-up assistance after successful go-live.
 - E. Describe user groups and conferences hosted by your firm.
7. Describe the recommended software and modules to be implemented immediately and modules or functionality that can be added in the future. As previously mentioned, the accounting functionality should include a module or modules that will be installed that will depend, in part, on the needs analysis, but may include but not be limited to: (1) general ledger, (2) accounts payable, (3) accounts receivable, (4) capital projects, (5) debt service, (6) employee benefits, (7) grants, (8) human resources – time allocation and payroll, (9) project management and job costing, (10) inventory and fixed assets, (11) customer relationship management, (12) budgeting, (13) report writing, and (14) contract compliance monitoring.

8. Describe the attributes of financial management that can be achieved by implementation of the recommended software. Include a description of financial reporting and analyses which should include cash flow capability and analyses on an accrued accounting basis and cash basis.
9. Describe the project management and job costing features of the recommended implementation.
10. Describe the customer relationship management attributes.
11. Describe the report writer capability.
12. Describe the capital project management capability.
13. Describe the budgeting, planning and forecasting capability as it applies to operating and capital budgets.
14. Does any of the proposed software include source code? If source code is used, describe if and when the Alamo RMA would have access to the source code.
15. Describe how often software upgrades and new releases are distributed and the cost of such upgrades and new releases.
16. Describe the software license agreement and costs assuming two people have access to make changes to the accounting information and read only access for ten people.
17. Describe software maintenance and cost for one year, three years and five years.
18. Describe the software system warranty, source code, and disaster recovery.
19. Include and attach as Exhibit 1 a price list and total estimated cost for the software and services to be provided, including costs related to accounting software, consultation service, training, software licensing agreement (1-year, 3-year, and 5-year), maintenance agreement (1-year, 3-year, and 5-year), CRM software, and capital project management software.

SCHEDULE: During negotiations with the selected Respondent, an overall work schedule is to be agreed upon by Alamo RMA and the Respondent. The tentative schedule listed below is presented to indicate the desired dates:

RFP Release Date	January 15, 2010
Proposal Due Date	March 1, 2010
Recommendation of Respondent by Staff	April 30, 2010
Board Approval of Respondent and Contract Execution	May 13, 2010
Installation and Conversion	May 14 through June 30, 2010
Go-Live	July 1, 2010

SCORING:

20 % Total Cost

- A. Accounting software
- B. Consultation service
- C. Training
- D. Software License Agreement: 1-year, 3-year and 5-year
- E. Maintenance Agreement: 1-year, 3-year and 5-year
- F. CRM Software, license and maintenance
- G. Capital project management software, license and maintenance

15 % Experience

- A. Firm's experience
- B. Personnel assigned

15 % Firm stability: financial and operational

15 % Consultation, support and training service

20 % Functionality

- A. Accounting
- B. Project management
- C. Customer Relationship Management
- D. Cash flow modeling and analytics
- E. Time allocation to projects

11 % Local presence and HUB/DBE commitment

4 % Warranty, source code, disaster recovery

SELECTION PROCESS: The Alamo RMA reserves the right to interview Respondents from a “short list” of eligible firms or to select directly from the qualified Respondents that submit proposals. Scoring of the proposals will be based on the criteria above. Final scoring will occur following interviews and product demonstration of short-listed Respondents (if any interviews are conducted). The scoring will lead to a recommendation by the staff of the Alamo RMA. The recommendation of staff will be forwarded to the Board of Directors of the Alamo RMA who will make the final selection of a Respondent and authorize entry into the contract at its regularly scheduled meeting on May 13, 2010 at 1:00 p.m. San Antonio time, at the Alamo Area Council of Governments, 8700 Tesoro Drive, Suite 100, San Antonio, Texas. Additional details concerning the procurement process for these services can be found in the Alamo RMA's Policies and Procedures Governing Procurements of Goods and Services, available at www.alamorma.org (or upon written request to the Contact Person indicated below).

CONFLICTS OF INTEREST: Respondents must disclose conflicts of interest by identifying each and every matter in which the Respondent has, within the past three calendar years, represented any entity or individual with an interest adverse to the Alamo RMA, Federal Highway Administration, or the Texas Department of Transportation, or to the State of Texas or any of its boards, agencies, commissions, universities, elected or appointed officials, or Bexar County. Respondent must complete Exhibit III of this RFP.

Provide a list of governmental entities located in Bexar County to which services have been provided in the past three (3) calendar years. Briefly describe the services provided for each governmental entity in an appendix to the response. The appendix will not be considered part of the twenty (20) page limit. In

addition Respondents must comply with the Alamo RMA's Conflict of Interest Policy for Consultants. The Conflict of Interest Policy for Consultants, the list of Key Personnel, and the Disclosure Form can be obtained from the Alamo RMA website (www.alamorma.org) or from the Contact Person indicated below.

QUESTIONS CONCERNING RFP: Respondents are responsible for monitoring the Alamo RMA website (www.alamorma.org) for updates and information concerning this RFP. Any questions concerning this RFP or the process for procuring the requested services must be submitted in writing (or via email) to the contact person designated below not later than 5 p.m., C.S.T., Tuesday, February 16, 2010 and answers will be posted on the Alamo RMA website. The Alamo RMA reserves the right to summarize questions, combine similar questions, decline to answer questions, or to modify the content of questions to protect the identity of the requestor or as is otherwise deemed to be in the best interest of the Alamo RMA.

ANTI-LOBBYING: Interested parties are prohibited from any contact with Alamo RMA Board Members and staff (except the Contact Person) prior to the submittal deadline. Violation of this prohibition is grounds for disqualification from participation in this procurement. The Contact Person for all inquiries concerning this RFP is: Mr. Milo Nitschke, Alamo RMA Chief Financial Officer, who is the designated officer to request, receive, and review applications for the performance of the services specified herein. Questions may be submitted via email to mnitschke@alamorma.org, or via U.S. Mail to:

Alamo Regional Mobility Authority
1222 N. Main Street, Suite 1000
San Antonio, Texas 78212 Attn: Milo Nitschke, Chief Financial Officer

RELEASE OF INFORMATION AND OPEN RECORDS: All proposals, once submitted, are deemed to be the property of the Alamo RMA. Response documents may be subject to public disclosure under the Texas Public Information Act ("PIA"). Any material deemed to be proprietary, confidential, or otherwise exempt from disclosure under the PIA must be clearly marked as such. If a PIA request is received during the pendency of this procurement that might cover all or part of an RFP response, the Alamo RMA will attempt to notify the Respondent.

DELIVERY AND DEADLINE FOR SUBMISSION OF RESPONSES: The proposal shall be in letter format not to exceed twenty (20) pages (double sided counts as two pages, 11 point font on 8 ½ x 11 paper), exclusive of the cover letter (limited to 2 pages), resumes, exhibits, and appendices.

To be considered, the firm submitting the proposal shall submit one (1) original and nine (9) copies of the proposal, and one electronic copy on a CD. All proposals must be received by 4:00 p.m., C.S.T., March 1, 2010, by physical delivery at the following address:

Alamo Regional Mobility Authority
1222 N. Main Street, Suite 1000
San Antonio, Texas 78212
Attn: Mr. Milo Nitschke, Chief Financial Officer (email: mnitschke@alamorma.org)

EXHIBIT I

**Price List
And
Estimated Total Cost
(Provided by Respondent and Attached as Exhibit I)**

Accounting/Financial Management Software

1-Year, 3-Year and 5-Year Software License Agreement

Consulting Agreement

1-Year, 3-Year and 5-Year Maintenance Agreement

Training

EXHIBIT II

Sample Contract (Provided by Respondent and Attached as Exhibit II)

Accounting/Financial Management Software

1-Year, 3-Year and 5-Year Software License Agreement

Consulting Agreement

1-Year, 3-Year and 5-Year Maintenance Agreement

Training

EXHIBIT III

**Conflicts of Interest
(Provided by Respondent and Attached as Exhibit III)**

Disclosure of Conflict of Interest

The 79th Texas State Legislature enacted H.B. 914, creating Chapter 176 of the Texas Local Government Code. This act, Disclosure of Certain Relationships with Local Government Officers, takes effect January 1, 2006. As required by the act, the Texas Ethics Commission has created a draft disclosure questionnaire to be completed by vendors. The disclosure requirement applies to a person who contracts or seeks to contract for the sale or purchase of property, goods or services with a local governmental entity.

1. The CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ) is required to be filed when:
 - A. Contract discussions or negotiations begin with Alamo Regional Mobility Authority; or
 - B. Responding to a Request for Bids or Proposals or a correspondence or other writing related to a potential agreement with Alamo Regional Mobility Authority.
2. A person required to file a conflict of interest questionnaire must file an updated questionnaire not later than September 1st of each year that a contractual relationship or negotiation exists with the Alamo Regional Mobility Authority.

The CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ) is to be completed and submitted with the bid package or proposal. All updated CONFLICT OF INTEREST QUESTIONNAIRES (FORM CIQs) shall be submitted to the Alamo Regional Mobility Authority, located on the 10th floor, 1222 North Main Avenue, San Antonio, TX 78212.

COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER OR PROPOSER

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CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ****For Respondent or other person doing business with local governmental entity**

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

OFFICE USE ONLY**Date Received**

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1 Name of the person doing business with local governmental entity.

2

☐ Check this box if you are filing an update to a previously filed questionnaire

(This law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate).

3

Name each employee or Contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.

4

Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.

Attachments

- (1) Provide a copy of Respondent's three most recent audited financial statements
- (2) Certifications and Licenses
- (3) Other Information that Respondent deems important