

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT



REQUEST FOR PROPOSAL
FOR

Integrated Accounting and Financial Software
July 12, 2010

PROPOSALS DUE:
August 5, 2010 by 12:00 P.M.

ACCOUNTING DEPARTMENT
330 DISTEL CIRCLE
LOS ALTOS, CA 94022

CONTACT: BUNNY CONGDON
TEL: 650-691-1200
EMAIL: BCONGDON@OPENSOURCE.ORG

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I. INTRODUCTION

INVITATION

The Midpeninsula Regional Open Space District (hereafter, “District”) is requesting proposals from qualified software vendors to provide, install, implement, support and maintain a system that will facilitate flexible budgeting, forecasting and real-time financial reporting for District-wide services.

The District’s vision is to implement an integrated system that supports budgeting and forecasting, fund accounting, GASB 34 and bank reconciliation, vendors payables (AP), account receivables (AR), general ledger, fixed assets, grant tracking, HRIS, payroll with EFT and direct deposit, purchase requisition such as purchase orders, encumbrances, business status dashboard, job/project costing, and financial reporting (preset and customized with Excel import/export functionality) for the District. The system shall work within state and federal mandated compliance and regulatory directives, including those for nonprofit governmental accounting and financial reporting. The “live date for the new system will be April 1, 2011 as the District has a fiscal year of April 1 to March 31.

II. BACKGROUND INFO

A. ABOUT MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

The Midpeninsula Regional Open Space District is a California multi-county special district that owns and manages over 57,000 acres of scenic open space and recreational land. The District directly serves a population of more than 700,000 people within three counties and 16 cities south of San Francisco and north of San Jose. The District maintains more than 220 miles of trails and related facilities in 25 open space preserves. The District has three offices:

Administrative Office (AO)
330 Distel Circle
Los Altos, CA 94022

Skyline Field Office (SFO)
21150 Skyline Blvd.
La Honda, CA 94020

Foothills Field Office (FFO)
7400 St. Joseph Ave.
Los Altos, CA 94024

B. ACCOUNTING AND FINANCE DEPARTMENT

Accounting and Finance, an integrated function within the Administration Department, is responsible for the accounting, finance, audit, compliance and reporting functions of the District. Functional areas include Decision Support, Budgeting, Forecasting, General Accounting and Reporting, Purchase Orders, Payroll, Account Payables and Account Receivables, and Compliance. These areas employ professional and clerical staff whose responsibilities include decision support, system maintenance and reporting, program financial analysis, productivity reporting, operational and capital budgets, expense management, net revenue analysis, annual audit and financial statement preparation, accounts and contracts payable, financial systems maintenance and training, regulatory cost reporting, cash handling and reconciliation, and GASB Compliance.

C. REVENUE AND AUDITING

The District's primary source of revenues comes from annual property tax collected within District's boundaries. Other revenue sources are from state and federal grants, grants from nonprofit organizations, interest income, rental income from properties on District's lands, donations and notes issued.

The District is audited annually by an external auditing firm with a fiscal year starting on April 1st and ending on March 31st.

D. ACCOUNTING AND FINANCE STAFF

The District's accounting and financing staff consists of: a full-time Senior Accounting Specialist, a full-time Accounting Clerk, a part-time Controller, a full-time Senior Management Analyst, a full-time Administrative Manager.

E. ACCOUNTING AND FINANCE SOFTWARE

The District currently uses Fundware, a product of Intuit, for its accounting functionality. ADP (Automatic Data Processing, Inc) is also used for Payroll and basic Human Resources functionality. The District also has a 32 bit software, Timespan (a DOS system), which staff does access occasionally to retrieve historical financial data.

F. ACCOUNTING AND FINANCE SOFTWARE USERS

There are a total of one hundred and six (106) staff from five departments: Administration (which include accounting and finance staff), Real Property, Public Affairs, Planning and Operations. Approximately forty-eight (48) users currently have "User" (view only) access to the current system, which consists of forty-two (42) from the Administration Office and two or three (2 or 3) for our Skyline Field Office and Foothill Field Office. Currently, only three (3) staff, Senior Accounting Specialist, Accounting Clerk and the Network Specialist, have complete "Administrator" access to the system.

The District desires to provide "User" (view only) access to one hundred and six (106) staff at three office locations and "Administrator" access for up to eight (8) staff.

G. TECHNICAL STANDARDS

SERVER

Operating system	Windows 2008 R2 x64
Hardware	Minimum Provided Hardware: Intel Xeon E5405, 4GB RAM
Backup	Backup over network
Server redundancy/cluster	N/A
Disk array	RAID 5 or 10

DESKTOP/LAPTOP HARDWARE

Mid-level PC with 17" monitor	Core 2 Duo E8200 w/2GB RAM minimum
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Small footprint PC with flat 17" LCD panel monitor (where space limitations require small footprint)	N/A
Monitor settings	XGA or WXGA minimum
Laptop	Core 2 Duo T7200 w/2GB RAM minimum
Docking station	N/A

DESKTOP/LAPTOP SOFTWARE

Operating System	Windows XP SP3
Office applications	Office 2003-2010
Email	Exchange 2003 & Outlook 2003-2010
Terminal emulation	Microsoft Terminal Services, Remote Desktop Connection
PDF reader	Adobe Acrobat 9
Desktop database	Microsoft Access 2003-2010
Internet browser	Internet Explorer 8, Mozilla Firefox 3.6
Antivirus	Vipre Antivirus + Spyware
Java	Java 6
Encryption – Laptop Only	N/A

PRINTERS

Laser	PCL & PS
Impact	N/A
Label	N/A
Network interface	1000Base-TX (802.3ab)

COMMUNICATION

Protocol	TCP/IPv4
Topology	Ring
Routers/ switches	N/A
Bandwidth – network	1gbps max
Bandwidth – to the desktop	1gbps max
Backbone	10mbps Internet
Cable to the desktop	N/A

REMOTE AUTHENTICATION/SUPPORT

Remote Client and Office VPN

UPS

Server will be on a UPS

III. FUNCTIONAL REQUIREMENTS

The following modules and features are desired:

1. Accounts Payable module

- a. Full integration with the general ledger
- b. Ability for all staff to view accounts and vendor activity
- c. Aging of Account Payable sub-schedules
- d. Online inquiry by vendor for open balances, payment history, drill-down functionality
- e. Generate Form 1099s
- f. Ability to scan-in invoices & process purchase authorization forms for online viewing and signature authorizations
- g. Customizable checks and vouchers

2. Accounts Receivable module

- a. Full integration with the general ledger
- b. Aging of Accounts Receivable sub-ledger
- c. Online inquiry by vendor for open balances, payment history, drill-down functionality

3. Fixed Asset and depreciation module

- a. Full integration with the general ledger
- b. Fixed Asset sub-ledger with full asset details (i.e: purchase date, asset life, depreciation expense, accumulated depreciation, location, ID #, etc.)

4. Budget-Forecasting module

- a. Budget building, tracking and integration with general ledger
- b. Budget for multi-year projects (2+ years)
- c. View budget impact of a transaction before saving it
- d. Track original and revised budget balances
- e. Budget vs. Actual
 - i. Reporting by month, quarter, and year
 - ii. Reporting by department and program/project
- f. Build current budgets based on historical data
- g. Excel spreadsheet functionality in budget tool

5. Payroll/Human Resources

- a. Integrated into general ledger
- b. Electronic Timecards and Manager approval routing
- c. Employee file information, earning, benefit, tracking leave calculations, workers comp data, training log, demographic information, critical dates, position, FMLA tracking, report writing, workers compensation reporting, emergency & beneficiary info tracking
- d. Direct deposits for multiple accounts
- e. Tax worksheets for federal, state, local tax reporting
- f. Produce W-2s and supports magnetic media filing
- g. Online Travel & Entertainment capability (for expense reporting)

6. Project Accounting:

- a. Allocate direct and indirect costs
- b. Perform allocations based on percentages, units (s.f., # of transactions, etc.), indirect cost rates
- c. Individual project sub-ledger (to identify all respective project costs)

7. Reporting:

- a. Preconfigured reports ready for immediate use or as templates for customized reports
- b. Report customization options including: column selection, sorting sequences, specified totals, and filters
- c. Report by critical segment or combination of account segments
- d. Financial Statements: Balance Sheet, Income Statement, Operating Expense, Custom Reporting, Cash Flow Statement, Fixed Assets and Depreciation
- e. Budget to Actual comparisons
- f. Account roll-up for summarization
- g. Systems report for CalPERS reporting
- h. Journal Entry – includes a description field; save recurring transactions
- i. Report to provide full audit trail (reporting all transactions)
- j. Encumbrance reporting (report of funding sources and uses)
- k. Property management reporting

8. Other Modules and Functionality

- a. Functionality for month-end, quarter-end and year-end closes
- b. Online inquiry with drill-down functionality
- c. Grant tracking and administration
- d. Itemized Visa charges with detailed description ability
- e. Property Management module or provide an interface to Property management software that does the following: Property Accounting, Tenant and Lease tracking, Building Maintenance, and Budget and Forecasting
- f. Data Import/Export
- g. EFT – Electronic Funds Transfer capability
- h. Bank Reconciliation
- i. Electronic employee sign in/out (Eliminate manual log and time cards)
- j. History & Security: View log of system activity; ability to complete back-ups
- k. Ability to enable user access by specific module, privilege level and transaction type (ie: for segregation of duties)

9. Electronic Requisitions:

- a. Dollar approval thresholds by user

IV. PROJECT SCOPE OF WORK

The complete scope of work is dependent upon the purchased solution. In general, the work will be done in phases as follows:

1. Pilot Test – Consists of planning, organizing and implementing the base system on a few accounting computers with the current systems functioning concurrently.
2. Evaluation – Evaluation of the new system's features and functionality, scalability, compatibility, interoperation with current hardware and software, ease of use, security and support level in relation to (a) the District's current systems as well as (b) any

3. Stress Test – Testing for software’s robustness, including conditions beyond the limit of normal operation and errors handling under heavy usage.
4. Enhancement – Integration with other modules per business needs.
5. Quality Assurance – Final testing of all elements, including Users Acceptance Test with a few non-accounting staff and all critical software technical issues are resolved.
6. District-wide Installation – Complete installation on all user computers with appropriate level of access and security.
7. Training – District-wide group training on all access levels at three office locations.

V. PROCUREMENT AND EVENTS

The District has designated a Procurement Officer who is responsible for this procurement whose name, address and telephone numbers are listed below:

Bunny Congdon, Procurement Manager
 Midpeninsula Regional Open Space District - Accounting Department
 330 Distel Circle
 Los Altos, CA 90422
 Telephone: 650-691-1200 or Fax: 650-691-0485
 E-mail: bcongdon@openspace.org

Any inquiries or requests regarding this procurement should be submitted to the Procurement Officer in writing. Other District employees do not have the authority to respond on behalf of the District.

A. CONDITIONS GOVERNING THE EVENTS

This section of the RFP contains the anticipated schedule for the procurement and describes the procurement events.

B. SEQUENCE OF EVENTS AND DATES

The District will make every effort to adhere to the following anticipated schedule:

	Action	Date
1	Issue of RFP	July 12, 2010 at 12:00 p.m.
PHASE I		
2	Mandatory Q&A Session Include Selection Process Discussion Location: 330 Distel Circle, Los Altos CA 94022	July 21, 2010 at 2:00 p.m.
3	Proposals Due	August 5, 2010 at 12:00 p.m.
4	Proposal Evaluations	August 5, 2010 to August 20, 2010
PHASE II		
5	Top 3 Vendors Selection	August 20, 2010 at 11:00 a.m.
6	Evaluation of Demo Software (Top 3)	August 23, 2010 to October 12, 2010

7	Required Documents Due	October 8, 2010 at 4:00 p.m.
8	Award of Contract	October 29, 2010 at 2:00 p.m.
9	Installation at AO	November 1, 2010 to November 15, 2010
10	Beta I Testing	December 17, 2010 to February 15, 2011
11	Beta II Testing	February 1, 2011 to February 15, 2011
12	Training for AO	November 16, 2010 to March 10, 2011
13	System Go Live Date	April 1, 2011

C. SUBMISSION OF PROPOSAL

PROPOSALS MUST BE RECEIVED NO LATER THAN AUGUST 5, 2010 at 12:00 p.m. All received proposals will be time & date stamped.

All deliveries should be addressed as follows:

Bunny Congdon, Procurement Manager
 Re: Integrated Accounting Software RFP
 Midpeninsula Regional Open Space District
 330 Distel Circle
 Los Altos, CA 94022

Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the "Integrated Accounting Software RFP" and title as referenced on the cover page.

VI. GENERAL INFORMATION

A. INCURRING COST

This RFP does not commit the District to award, nor does it commit the District to pay any cost incurred in the submission of the Proposals or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Furthermore, no reimbursable cost may be incurred in anticipation of a contract award.

B. CLAIMS AGAINST THE DISTRICT

Neither the Vendor nor any of its representatives shall have any claims whatsoever against the District or any of its respective officials, agents, or employees arising out of or relating to this RFP or these procedures (other than those arising under a definitive Agreement with the Vendor in accordance with the terms thereof).

C. GUARANTEE OF PROPOSAL

Responses to this RFP, including proposal prices (in Appendix B), will be considered firm and irrevocable for one hundred and eighty (180) days after the receipt date of the proposals or one hundred and eighty (180) days after receipt of a best and final offer, if one is submitted.

D. BASIS FOR PROPOSAL

Only information supplied by the District in writing via an addendum or in this RFP should be used as the basis for the preparation of Vendor proposals.

E. FORM OF PROPOSAL

No oral, telephone, facsimile, or electronic proposals will be accepted.

F. CALIFORNIA PUBLIC RECORDS ACT (CPRA)

All proposals will become the property of the District, which is a public agency subject to the disclosure requirements of the California Public Records Act ("CPRA"). If proprietary information is contained in documents submitted to the District, and Vendor claims that such information falls within one or more CPRA exemptions, it is the responsibility of the Vendor to clearly mark such information "CONFIDENTIAL AND PROPRIETARY," and identify the specific lines containing the information. In the event of a CPRA request for such information, the District will make a best effort to provide notice to Vendor prior to such disclosure. If Vendor contends that any documents are exempt from the CPRA and wishes to prevent disclosure, the Vendor is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in Santa Clara County before the District's deadline for responding to the CPRA request. If the Vendor fails to obtain such remedy within District's deadline for responding to the CPRA request, the District may disclose the requested information.

Vendor further agrees that it shall defend, indemnify and hold the District harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorneys fees) that may result from denial by the District of a CPRA request for information arising from any representation, or any action (or inaction), by the Vendor.

G. CONFIDENTIALITY

All data and information gathered by the Vendor and its agents in this RFP process, including reports, recommendations, specifications and data, shall be treated by the Vendor and its agents as confidential. The Vendor and its agents shall not disclose or communicate this information to a third party or use it in advertising, publicity, propaganda, or in another job or jobs, unless written consent is obtained from the District. Generally, each proposal and all documentation, including financial information, submitted by a Vendor to the District is confidential until a contract is awarded, when such documents become public record under state and local law, unless exempted under CPRA.

H. USE OF ELECTRONIC VERSION OF RFP

This RFP is being made available by electronic means (in PDF format). If accepted by such means, the Vendor acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event that there's a conflict between a version of the RFP in the Vendor's possession and the version maintained by the District, the version maintained by the District will prevail.

I. DISTRICT RIGHTS

The District reserves the right to do any of the following at any time:

- a. Reject any or all proposal(s), without indicating any reasons for such rejection;
- b. Waive or correct any minor or inadvertent defect, irregularity or technical error in a proposal or the RFP process, or as part of any subsequent contract negotiation;
- c. Request that Vendors supplement or modify all or certain aspects of their proposals or other documents or materials submitted;
- d. Terminate the RFP and, at its discretion, issue a new RFP;
- e. Procure any equipment or services specified in this RFP by other means;
- f. Modify the selection process, the specifications or requirements for materials or services, or the content or format of the proposals;
- g. Extend a deadline specified in this RFP, including deadlines for accepting proposals;
- h. Negotiate with any or none of the Vendors;
- i. Modify any terms and/or conditions not described in this RFP in the final agreement;
- j. Terminate failed negotiations with a Vendor without liability and negotiate with other Vendors;
- k. Disqualify any Vendor on the basis of a real or apparent conflict of interest and evidence of collusion that is disclosed by the proposal or other data available to the District;
- l. Eliminate, reject or disqualify a proposal of any Vendor who is not a responsible Vendor or fails to submit a responsive offer as determined solely by the District; and/or
- m. To accept all or a portion of a Vendor's proposal.

VII. RESPONSE FORMAT AND ORGANIZATION

This section contains relevant information Vendors should use for the preparation of their proposals. Vendors shall submit one original proposal with three (3) additional copies.

Vendors must also provide one (1) electronic copy of their proposal in CD/DVD format, prepared using Microsoft Office 2003, Word and/or Excel. The CD/DVD shall be included in the original proposal packet.

Each proposal received must include a letter of transmittal which should be intended to provide the Evaluation Committee with an overview of the significant features of the proposal.

Additionally the vendors shall provide the following:

- Identify the submitting organization;
- Identify the name, title, telephone and fax numbers, and e-mail address of the person authorized by the organization to contractually obligate the organization;
- Number of years in service;
- Number of customers;
- Number of employees;
- Services available;
- History of the proposed product;
- Development Strategy and Timeline;
- Current Version of product and next planned release(s);
- Warranty periods;
- Compatibility issues;
- Training process including all costs-describe process;

- Estimate training hours and installation time;
- Level of support provided by local support service;
- Technical support availability hours - Pacific Standard Time;
- Representation that the vendor has secured all necessary licenses, consents or approvals to use the software and hardware components of its system and to sell the system under its name;
- Provide any “Exceptions” to the RFP;
- Tier pricing on its software packages, if applicable, or
 - (1) basic version pricing and (2) a fully integrated version pricing; and licensing and future annual licensing fees if applicable and
- Screening checklist with the ranking completed.

VIII. EVALUATION

EVALUATION CRITERIA

The Evaluation Criteria listed below will be utilized in the evaluation of the Vendor’s written proposals. The expectation is that those proposals in the competitive range may be considered for contract award. The proposal should give clear, concise information in sufficient detail to allow an evaluation based on the following criteria. A Vendor must accept all criteria for a contract to be awarded to that Vendor.

The proposal response shall enable the Evaluation Committee to evaluate the responsiveness and quality of the proposal to each of the RFP requirements. Factors determining the best value include, but not limited to the following:

- Adherence to the RFP;
- Vendor experience, financial stability, customer references, and reputation of Vendor;
- Ability to meet the technical, functional, and integration requirements;
- Methodology for implementation, project management, training, and ongoing support;
- Functionality and growth of potential software;
- Total cost of software system, licensing and relative value;
- Database compatibility;
- Interoperability with current and future hardware and software;
- Intuitive and user-friendly interface; and
- Electronic report distribution.

The overall total cost to the District will be considered and the degree of the importance of price will increase with the degree of equality of the proposals in relation to the other factors on which selection is to be based. It is important to note that the existing accounting system will be replaced and that the District is only seeking a client-server solution. Solutions other than client server, e.g. Software-as-a-Service will not be considered.

In addition, the District will only consider proven base systems. The District is not interested in beta systems or purchasing professional services to design and develop a system. The integrated solution must meet the mandatory technical, support service, and business requirements as defined in this RFP. This RFP shall result in a single source award.

IX. ATTACHMENTS LIST

1. Attachment I – Functional Response Form (Spreadsheet)
2. Attachment II – Proposal Checklist
3. Appendix A – Technical Response Form
4. Appendix B – Proposal Cost Response Form

Attachment I

Functional Response Form

A response is required for each of the following checklist items. Brief comments may be entered in the table in the "Notes" column.

Reference: Please provide any additional information requested or any additional information useful to the proposal in the “Notes” column

If referencing attachments or other included information, write the location (e.g. Proposal/Section/Subsection/Page Number) of the discussion of the specification in the Vendors's proposal.

Technical materials may be submitted as part of the proposal, and should be clearly labeled as such.

Assign one of the following Availability Codes to each item:

1 = Currently a Standard Feature

2 = Feature Planned for Next Release (with no additional cost)

3 = Added module (with add'l cost)

4 = Not a feature

5 = Third Party Software Required

6 = Other (explanation required)/How many?

	Current Standard Feature 1	Feature Planned (with no add'l cost) 2	Added Module (with add'l cost) 3	Not a Feature 4	Third Party Software Required 5	Other/# 6	Notes
CORE SYSTEM							
Table driven, user-definable chart of account structure							
Ability to use a wide range of "drill down" capabilities							
User-defined segment lengths-What is maximum #?							
We currently use 10 digits-would like 4 additional							
"Wizards" to speed setup and maintenance of system							
User-defined fields							
Work in "Real time" mode							
Ability to implement Fiscal Year of April 1 to March 31							
Ability to budget on two year budget projections							
ACCOUNTING TOOLS							
Graphical System Navigation tools							
Customizable navigation and workspace							
Online inquiry with drill-down functionality							
Grant tracking and administration							
Budget building and tracking tool							
System generated check and receipt printing							
GENERAL SYSTEM FEATURES							
Transaction allocation templates for recurring distributions based on percentages, units, and/or fixed amounts							
Automatically generate offsetting entries for balancing transactions including interfund entries							
Room for journal entry descriptions							
Save recurring transactions							
Soft close periods to prevent entry errors							
Context-sensitive online Help for every function							
Detailed checklists and procedural overviews in a searchable "Online Help System"							

Attachment I

	Current Standard Feature 1	Feature Planned For next Release 2	Added Module (with add'l cost) 3	Not a Feature 4	Third Party Software Required 5	Other/## 6	Notes
REPORTING							
FASB compliant reporting (including FAS 117)							
Pre-configured reports ready for immediate use or as templates for customized reports							
Control account placement, section and account labels, formatting on custom financial statements							
Report customization options including column selection sorting sequences, specified totals, and filters							
Report by critical segment or combinations of account segments							
Comparative columnar report presentation for financial statements							
Ability to change font on report writer							
Budget to actual comparisons							
Prior year vs. current year budget/actual comparisons							
Comparative reporting by month, quarter, year							
Account roll-up for summarization-by department & District-wide							
Cross fiscal year reports to match funding source reporting cycles							
Create charts and graphs from financial data in the system							
Comprehensive tracking of transactions for complete audit trail							
Export directly to other applications including Excel							
Import records from other applications - List Other applications							
HISTORY & SECURITY							
Store unlimited amount of history							
Menu level security							
View log of system activity							
Group and individual user security maintenance							
Secure reports from changes by other users							
Advance Security module available							
Connect directly to the underlying accounting data using a wide variety of applications utilizing ODBC drivers							

Attachment I

	Current Standard Feature 1	Feature Planned For next Release 2	Added Module (with add'l cost) 3	Not a Feature 4	Third Party Software Required 5	Other/! 6	Notes
GENERAL SYSTEM SUPPORT AND TRAINING							
Annual Maintenance and Support-How much?							
Upgrades/Enhancements - How much?							
User Support Services - What available hours-Pacific time							
Provide user support hot-line for the resolution of problems and Direct access support questions							
Single and multi-seat licensing-Specific to MROSD-How much?							
Guarantees on Software, Training, Maintenance and Support							
Back up master file without bringing down online applications							
Training on System for "view only" and actual users.							
Web based training availability							
Local training facility							
Detailed user documentation including training manuals							
Fully integrated module suite available							
MODULAR REQUIREMENTS							
Accounts Payable							
Fully Integrated with the General Ledger							
Chart of accounts-Capability of 10 to 14 digit account numbers							
Checks have vendor name, vendor #, description, invoice #, invoice date and amount on them							
Ability to print laser checks							
Ability to post A/P to G/L by invoice date - Very important!							
G/L transactions report to show date posted, vendor name, obligation #, description and amount.							
Import Chart of Accounts from current Fundware system to new system							
Import Vendor files from current Fundware system to new system including address and Tax ID #'s							
Tax ID field in vendor file for 1099 reporting							
Have unlimited vendor file records							
Have unlimited number of transactions							
User defined vendor IDs with character type and field length settings							
Create custom fields on the vendor record and record detailed notes-Ex: Visa card descriptions of services							
Maintain default account coding by vendor							
Vendor additions on-the-fly during transaction entry							
Record and automatically apply vendor discounts							
Place vendor payments on hold							
Liquidate outstanding encumbrances during invoice entry							
Select invoices for payment individually or using custom parameters							
Process a separate check for multiple obligation to same vendor							
Disburse from multiple cash accounts in the same check run							
Print pre-configured or custom sub ledger reports, including aging and cash flow projections							
Online inquiry by vendor for open balance, payment history, including drill-down functionality							
Generate vendor 1099s easily-User friendly							
Split out expenses from vendors for 1099 reporting							
Pay vendors electronically							
Multiple lookup functions							
Insurance Certificate tracking - contract service requirements related to vendors-part of vendor file information							

Attachment I

Customize checks and vouchers							
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Attachment I

	Current Standard Feature 1	Feature Planned For next Release 2	Added Module (with add'l cost) 3	Not a Feature 4	Third Party Software Required 5	Other/## 6	Notes
Accounts Receivable							
Fully Integrated with the General Ledger							
Unlimited number of customer records and customer history							
User defined customer IDs with character type and field length settings							
Detailed customer records including contact information, billing terms, default account coding, customer type and class							
Create custom fields on the customer record and record detailed notes							
Customer additions on-the-fly during transaction entry							
Automatically allocate revenues across multiple programs with system generated entries							
Online inquiry by customer for open balance, payment history, including drill-down functionality							
Customize invoices and statements							
Budget							
Integrate budget spreadsheets/worksheets to G/L for multi-department & sub-department forecast budgeting							
Build current budget (s) based on historical data							
Import budget to G/L from excel spreadsheets-One sided entry							
Import Mid-Year Budget Adjustments to G/L							
Budget for multi-year projects							
Budget for any timeframe you need							
System controls to avoid over budget spending							
View budget impact of a transaction before saving it							
Check for available budget inquiry tool							
Track original and revised budget balances							
Comparative budget to actual reporting by month, qtr., or year							
Comparative budget to actual reporting by program/department							
Calculate budget variances, remaining budget, and revision totals							
Options to consider encumbrances and pre-encumbrances when checking for remaining budget							
Allocations							
Allocate interest, investment, and other revenues							
Allocate direct and indirect costs							
Perform allocations based on percentages, units (such as square footage, number of transactions, etc.) fixed dollar							

Attachment I

	Current Standard Feature 1	Feature Planned For next Release 2	Added Module (with add'l cost) 3	Not a Feature 4	Third Party Software Required 5	Other/# 6	Notes
amounts, relative account balances, weighted average daily balances or indirect cost rates							
Use allocations for recurring distributions							
Calculate allocations based on actual or budgeted activity							
Perform allocations as often as needed							
PAYROLL/HUMAN RESOURCES							
Comprehensive employee records including:							
HRIS system integrated with payroll system							
Ability to set up salary step levels and use for merit increases etc.							
Demographic information							
Training Information and tracking, Certificates, licenses, etc. with expiration dates							
Tracking of critical dates-How many?							
Leave of Absence dates							
Rehire dates/separation dates/termination dates							
Evaluation and merit salary adjustment dates							
Seniority dates/date of hire							
Drug testing dates							
Comments section							
Immunization schedule (Hepatitis B. etc.)							
Position/classification held							
Emergency contact information/beneficiary							
List direct supervisor, work location, spouse info							
Department name/budget code							
Provide a personnel action form							
Workers comp code rating for report purposes							
Track employee certifications, re-cert. and historical certs							
Calculate LTD premium for payroll deductions							
Track Dependent/Medical Reimbursement Deductions							
Unlimited number of deduction codes							
Calculate and track earnings, benefits, deductions, workers compensation and leave							
Calculates GTL imputed income per pay period							
Calculated accrual tracking for vacation, sick, comp time, Personal Leave, Holiday banks etc. How many available?							
Reports on benefits, deductions, workers comp and leaves							
Multiple earning, benefit and leave calculation methods to accommodate varying compensation plans-How many?							
Integrates payroll journal entry with G/L							
System maintained federal and state withholding tax tables							
Free updates to tax tables-If not, how much?							
Support local employee or employer paid taxes							
Multi pay templates for employees that timeshare							
User-defined pay cycles and generate supplemental paychecks							
Report pre-view process to prevent errors in processing							
Allocate payroll entries to temporary departments							
Ability to review prior year payrolls							
Ability to produce separate checks for bonuses, longevity pay etc.							
Employee photo							
I-9 tracking							
The ability to print laser checks							
Pay employees with direct deposit							
Direct deposit to multiple accounts-How many accounts?							

Attachment I

	Current Standard Feature 1	Feature Planned For next Release 2	Added Module (with add'l cost) 3	Not a Feature 4	Third Party Software Required 5	Other/ # 6	Notes
Have "memo" notes to staff on paychecks-Ex: "Open enrollment"							
Applicant tracking for recruitment							
Import Applicant tracking info to payroll register for hiring purposes							
Importing Employee accrual balances from ADP							
Unlimited number of Definitions for pay increases/decreases							
Shift Differential Capabilities							
Percentage and dollar amount deduction codes/pre-tax & post tax							
Allow changes made from any web-browser (not just intranet)							
Allow Federal and State withholding changes by employee							
Have on-line timecards (requires online review/approval by supervisor							
Allow other changes, like 457 plan on-line changes							
Access to personal payroll history by employees							
Overtime Capability							
Ability to calculate O.T., double time, and shift pay							
Payroll Standard and Custom Reports including:							
Hire date report							
Birthday report							
Garnishments							
Dependent information report-Names, birthdates, relationship etc.							
All Hours report							
EEOC exception report							
Employee roster by site/department report							
Months of Service report							
Employee address & phone listing report							
Performance Review Tracking report							
New Hire report							
Scheduled Deduction report							
Accrual Tracking report							
Termination report							
Union Dues/Employee associations contribution reporting							
Multiple Deferred Comp program reports							
Health Benefit reports - Deductions and Earnings							
Tax worksheets for federal, state, and local tax reporting							
User Friendly Ease of quarterly reporting to Fed, State							
Supports magnetic media filing							
Ability to print W-2's							
Ability to produce a system report for CALPERS reporting							
Capability to report to 2 State tax ID numbers-One Group of EE's in SDI and another Group of EE's opted out of SDI							
Customizable checks and vouchers							
Hourly rate report							
Reports by department							
Customizable reports							
Ability to do a sample paycheck to see how deduction changes effect net-Checkview							

Attachment I

	Current Standard Feature 1	Feature Planned For next Release 2	Added Module (with add'l cost) 3	Not a Feature 4	Third Party Software Required 5	Other/# 6	Notes
FIXED ASSETS							
Extensive asset tracking fields including location, valuation method, responsibility, tag number, model and warranty info.							
System maintained standard depreciation methods and custom depreciation schedules supported							
System generated direct and fully allocated depreciation entries							
Enter assets additions on-the-fly during transaction entry							
Group like assets for fast depreciation processing							
Depreciate monthly, quarterly or annually							
Process asset disposals							
Standard and customizable reports including inventory tracking, asset registers, depreciation schedules and disposal registers							
Summary or detailed depreciation and disposal entries							
PURCHASE ORDER AND ENCUMBRANCE MODULES							
Item codes for commonly ordered items and services							
Detailed purchase order fields including item numbers, competitive info, descriptions, special instructions, comments, date promised, account numbers, insurance approval etc.							
User defined fields for purchase information							
Customizable purchase order form							
Check for available budget during order entry							
Automatically generate encumbrance entries from purchase orders							
Manual encumbrance entry and liquidation options							
Automatic liquidation of encumbrances during invoice and cash disbursement entry							
Options to include encumbrances on budget reports and financial statements							
Partial encumbrance liquidations allowed							
ELECTRONIC REQUISITIONS							
Defined request and approval workflow							
Dollar approval thresholds by user							
Detailed requisition records including requestor, date items needed, special instructions and detailed notes							
Automatic flow to purchase orders on approval							
Customizable, numbered & printed requisition form							
AVAILABLE MODULES							
Data Import/Export							
Visa/MC detailed posting for transparency-What do you have?							
Property Management module or provide an interface to Property management software that does the following: Property Accounting, Tenant and Lease tracking, Building Maintenance, and Budget and Forecasting							
revenues, assets, and links to G/L							
Action Plan and Strategic Planning Integration							
Bank Reconciliation with multiple bank accounts-How many?							
Electronic Funds Transfer (EFT) for A/P							
Advanced Security							

Attachment II
PROPOSAL CHECKLIST

Action(s)/Document(s)		Due Dates
☐	1. Mandatory Q&A Session	July 21, 2010 at 2:00 p.m. (AO)
	a.Including Proposal Selection Process Discussion	
☐	2. Deadline for Questions	July 21, 2010 at 9:00 a.m.
☐	3. Addendum Posting	July 26, 2010 at 12:00 p.m.
☐	4. Proposals Due	August 5, 2010 at 12:00 p.m.
	a.Attachment I	
	b.Response to Section VII	
☐	5. Top 3 Vendors Selection	August 20, 2010 at 11:00 a.m.
☐	6. Evaluation of Demo Software (from top 3 vendors)	August 23, 2010 to October 12, 2010
☐	7. Required Documents for Award of Contract	October 8, 2010 at 4:00 p.m.
	a.Appendix A and B	
	b.Written References (5)	
	c.Proof of Insurance	
☐	8. Award of Contract	October 29, 2010 at 2:00 p.m.
☐	9. Installation at AO	November 1, 2010 to November 15, 2010
☐	10. Beta I Testing	December 17, 2010 to February 15, 2011
☐	11. Beta II Testing	February 1, 2011 to February 15, 2011
☐	12. Training for AO	November 16, 2010 to March 10, 2011
☐	13. System Go Live Date	April 1, 2011

APPENDIX A TECHNICAL RESPONSE FORM

Vendors should thoroughly respond to each requirement in the order listed below.

A. TECHNICAL

1. Description of System

- Provide a description of the proposed product, database, software and services, including how the proposed system will meet or exceed the requirements stated in the entire RFP. Include sufficient technical information about the application, operating environment and performance data to enable the District to determine whether or not the proposed system meets the technical environment prerequisites.
- Identify/list all software required for the solution that is not supplied directly by the Vendors (including any/all third party software).
- Provide an overview and/or benchmark relating to the system's ability to process information in real time. Include the number of concurrent users as well as named users the proposed system will accommodate and state the maximum number of recommended users.
- Identify any requirement to purchase interfaces from other vendors to work with the proposed solution.
- Define the scalability of the proposed system.
- Can the system be purchased in modules and expanded?
- How scalable is the proposed software regarding the number of users?
- Does the system scale in parallel, i.e. can additional application servers be configured in a load-balanced cluster?
- Can the database, application and data analysis components be configured to reside on separate independent servers, so that one impacted subsystem does not affect the overall solution?
- Identify if the proposed software is COM (Component Object Model) compliant.
- Identify if the proposed software is ODBC, OLE-DB or OLAP compliant. Identify any drivers provided.
- Describe licenses required for the software (concurrent/per seat and the number associated).
- Describe how the system protects database records while it is being accessed by one user, so that multiple users will not attempt to change the record at the same time.
- Identify if the solution's database is ACID (Atomicity, Consistency, Isolation and Durability) compliant, and how it provides transaction rollback capability in the event of a failed transaction.
- Define the requirements for a test system. Include all related components (hardware, software, etc.). Include test system costs.
- Describe the ability to interface with the District's current system.
- Provide the data dictionary and schema with the system.
- Describe the process for change management or customer notification.
- Provide the average response time of the proposed system.
- Describe the level of customization available without a programmer or Vendor's support.
- Provide the location of the closest service representative.
- Define the system uptime and include planned downtime windows.
- Define problem escalation and bug fixing procedures.

2. Equipment and Software

- Fully describe any hardware or software that can or needs to be purchased from third party in order to make full use of the proposed system and any licensing requirements that must be met in that respect.

- If applicable, to the extent that third-party software is required to provide/compensate for the functionality of the overall solution, explain Vendor's ability to serve as the point of contact for all third-party software product and service issues.
- Include detailed hardware specifications, including but not limited to, processor type and speed, RAM, size of the hard drive, monitors, printers and any other auxiliary devices.
- Describe how the client software components are able to coexist with other software and applications on end-user workstations (for example JAVA versions). List any known software conflicts.
- Describe the reporting software compatibility with the proposed system (Excel, Access, etc.). Include the tools that can be used to either query or export data out of the Integrated Accounting and Financial system.
- Indicate which platform of server Operating System and Database are utilized by the proposed system. Identify database product and structure (flat, hierarchical, relational, and/or other).
- Describe if the proposed solution has Data Base Administrator (DBA) requirements and indicate if DBA services can be provided by the Vendor. If a fee is associated, indicate so in the cost proposal section of the proposal.

3. Backup/Recovery

Vendors must describe which of the following measures or devices are provided with the proposed system:

- RAID 5 Disk Support
- Mirrored Disk Support
- Hot Backup System Support
- Warm Backup System Support
- UPS Monitoring
- Redundant Power Supply
- Transaction Rollback Function

Describe the backup capabilities for the proposed system, including:

- Process for how backups are performed and list required backup utilities.
- Service availability guarantee.
- Frequency of incremental and full backup.
- Describe the Disaster Recovery plan, including requirements for zero-downtime during business hours (8:00 a.m. to 5:00 p.m.) Pacific Standard Time.
- Describe the notification provided if an application failure occurs.
- Describe the process for automatic reprogramming and/or recovery after a failure due to hardware, software or absence of power.

4. Network/Hardware

- Provide a system/network design diagram, which provides a visual summary of the system's servers, network and ancillary components and their relationships.
- Describe any proprietary equipment utilized.
- Describe any special networking requirements, i.e. dedicated/segreated network segments, VLANs, etc.
- Describe the response time expected with the proposed system.

5. Storage

- Explain how data is archived (e.g., on demand, automatically, via optical disk, etc.), and the capabilities of the system for storing a minimum of 10 years or longer if required by applicable federal, state, and/or local laws and/or regulations. Also describe how the records are maintained in a manner to preserve their completeness and accuracy over time.
- Describe how the system will store the data on non-proprietary media and in an industry-standard format. Vendors should also specify the type of media used for long-term storage and the format in which it is stored.
- Describe the archival scheme for the system, including the recommended length of time data is retained on the production system and the availability of data for reporting after archiving.
- Describe the maximum size of the database, number of data records that can be stored and the largest current operating production and archive directories. Include how the system allows for adding additional storage capacity.
- Describe the long-term storage options available for the system.
- Describe how the system will print record information on demand. Include any special hardware or required printers necessary for printing.

6. Data Management

- Describe the data management approach.
- Explain if the data is stored or archived in separate databases.
- Describe the capabilities for exporting data stored in the database, and if it can be exported to MS Excel, MS Access or other software.

7. Integration

- Define the system's capability to support multiple browser types (i.e. Internet Explorer, Mozilla Firefox, and Opera) on different platforms, and the minimum version of each browser supported if the system supports web-based access.
- Specify all browser plug-ins necessary to utilize web-based features.
- Specify the web service standards used and the functionality exposed through the web services, if the system supports the use of web service protocols such as SOAP.
- Describe if the system can interface with other existing District information system and mechanism used for either real time or scheduled batch uploads.
- Critical Updates, Patches and Antivirus
- Describe the process for approving and installing operating system Critical Updates. Attach the Vendors policy regarding Microsoft Critical Updates.
- Describe or attach the company Service Pack policy for the proposed solution.
- Describe the Antivirus software used to protect data in real-time on the vendor's servers.
- Describe any issues that may occur when running Antivirus software in real-time on the workstations.
- Describe or attach the company policy regarding the use of anti-virus software with the proposed system.
- Describe the disclosure policies related to security vulnerabilities found in the system, including procedures in place to notify customers of potential flaws, and the average time between a flaw being discovered and corrective action taken.

8. Application Security Features

- Explain how the security and confidentiality of the system data collected and entered into the system will be maintained.

- Describe the system's compliance with LDAP (Lightweight Directory Access Protocol), and how the system can be configured to authenticate users against it.
- Describe how the proposed solution can be configured to authenticate users against an Active Directory 2003 tree, if possible.
- Describe how the solution audits user access and privilege use and the information that is logged.
- Describe how the solution allows the District to configure minimum password difficulty requirements, and password lockout policies.
- Describe how the solution allows system administrators to set a password expiration policy, thereby requiring end-users to change their passwords at a specified interval.
- Describe how the solution encrypts sensitive information transmitted across the network and internet, and specify the algorithms used.
- Specify whether the system establishes user identity via:
 - A user ID and password; or
 - Two-factor authentication, such as a smart-card and a PIN. If two-factor authentication is available or used, Vendors must describe the hardware requirements, the authentication process, and any supplies needed for ongoing implementation.
- Describe how access privileges are configured in the system and whether or not privileges can be based on group designations.
- Describe how different levels of security and privileges are established.
- Specify if a "User Inactivity Timeout" feature is available that forces a user to re-authenticate if idle for a preconfigured amount of time.
- Describe how the system utilizes electronic signatures and electronic confirmation.

9. Escrow

- Explain your company's ability to make available a software escrow account and include the source code and all products released during the maintenance term, including third party software. List the products that your company will hold in an escrow account and a list of those products that cannot be held and explain why.
- Explain in detail the process to retrieve the software source code.
- Provide written evidence of ability to provide and maintain a Software Escrow account in the form of a letter from an escrow agent or other acceptable third party.

**APPENDIX B
PROPOSAL COST RESPONSE FORM**

Vendor's Name: _____

Section I – Upfront Costs

DESCRIPTION	PROPOSED PRICE
1. Proposed Hardware, if applicable	
2. Proposed Software (per year license)	
3. Demo System for Evaluation	
4. Installation/Implementation	
5. Training, including Materials	
6. Other Costs* (see Section II below)	**
7. Applicable Sales Tax	
Total One Time Cost	

Section II – Upfront Costs*

Please itemize all other costs, including, but not limited to any enhancements and/or customizations, proposed modules, integration with third party software to operate the proposed software below. Use an attachment, if necessary. Be sure to state the total cost in Row 6 in the above table.

Description	Cost
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
Total = \$ _____ **	

Section III – Recurring Annual Costs

List all recurring costs below.

SOFTWARE, MAINTENANCE SERVICES AND SUPPORT	LIST PRICE	PROPOSED PRICE	DISCOUNT (%) OFF LIST PRICE
1. Year One			
2. Year Two			
3. Year Three			
4. Year Four			
5. Year Five			
TOTAL			

Section IV – Other Value Added Services, e.g. upgrades
Please itemize other value added services cost below.

Description	Cost
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____