



**City of Normandy Park
Request for Proposal for
Municipal Financial Software System**

February, 2009

Responses to RFP are due by March 20, 2009

The Request for Proposals (RFP) is presented in the following outline:

1. Overview
2. Timeline
3. Vendor Instructions
4. Revision to the Request
5. Evaluation and Selection
6. Rejection of Submittals
7. Costs
8. Questionnaire

1. Overview

The City of Normandy Park was incorporated in 1953 and is located in King County. The City is a general purpose government and provides police, public works, planning, storm water utility, recreation and administrative services.

The City of Normandy Park is requesting proposals for a municipal finance software system. The system should include all or part of the following system: budget preparation, accounts payable, cash receipting, payroll and reporting applications for Cash Basis Washington State BARS Reporting for cities.

The City currently operates using ASP for payroll and budgetary accounting software. The City would like the following data converted from ASP:

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

Currently the City has two main users for the financial software. **Please explain any hardware needs as part of vendor response.**

Price is an important consideration in this process, but not the only consideration. Other factors include track record of successes at other municipalities, identification and understanding of the City's requirements and experience of key personnel.

2. Timeline

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

Request for Proposal Release	February 27, 2009
Vendor Questions Due	March 12, 2009
Vendor Proposal Responses Due	March 20, 2009
Finalists Notified	March 27, 2009
Vendor Demonstrations Completed	April 24, 2009
Contract Awarded/Council Approval	May 12, 2009
Implementation/Training	June/July 2009

3. Vendor Instructions

For questions or information, call Finance Director Cherie Gibson at 206-248-8251 or email cherieg@ci.normandy-park.wa.us , 801 SW 174th St, Normandy Park, WA 98166.

To respond, provide one original with reference to 'RFP for Accounting Software' by 5:00 p.m. on Friday, March 20, 2009. The City of Normandy Park will accept mail e-mail responses. The method of transmission will not influence evaluation of your response.

4. Revisions to the Request

The City of Normandy retains the right to modify this request. The City of Normandy Park shall post additional information, changes or revisions on the website at www.normandyparkwa.gov. Additionally, the City of Normandy Park 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 Normandy Park 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. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract. The City Council may approve or confirm the contract as recommended by the City Manager.

6. Rejection of Submittals

The City of Normandy Park 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 Normandy Park also reserves the right at its sole discretion, to waive minor administrative irregularities contained in any submittal.

7. Costs to Submit

The City of Normandy Park 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

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. Please identify the estimated cost of any required modification.

GENERAL

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 required resources based on current, actual data.	
4. Remote Access – Does the system provide access to remote departments for budget and other financial information?	
5. Schedule - Install system in a timely manner and according to the City schedule.	
6. Reporting - The system should provide reporting	

tools for generating custom reports from system information.	
7. Meetings - Do you currently sponsor regular (i.e., quarterly) user group meetings for each module?	
8. Manuals -Do you provide user documentation manuals 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:	
10. Training - Please specify how many staff-days of training you anticipate providing as part of your proposal: <ul style="list-style-type: none"> • Budgeting • Accounts Payable • Cash Receipting • Payroll • Reports 	
11. Functional Fit-If you are chosen as a finalist, are you willing to provide a functional fit in order to confirm your proposal responses in order to allow the City to more fully evaluate your product?	
12. References-Please provide a list of municipalities or public utilities which use your system, along with names and phone numbers of responsible individuals who can be contacted.	
13. 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.	
14. Reporting- Please describe how your reporting system works and specifically identify State required reports that are available without manipulation of data formats.	
15. Profile- Please provide a vendor profile that indicates number of staff, year established and key staff.	
16. 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.	
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System Specifications

Description	Answer
1. Does the system include basic password protection for standard access?	
2. For the password can you specify: <ul style="list-style-type: none"> • That it must include numbers? • That it cannot be the same as a prior password? 	
3. Can application access be restricted by password?	
4. Does the system use a Windows interface? Which program language platform?	
5. Is file recovery automatic after a system failure?	
6. State-of-the art database, such as Progress, Oracle, or MS SQL?	
7. Does the database support real-time processes?	
8. Does system run on an NT network/Windows workstations or Novell? If yes, which one? Can the client install/run the software on a pc with the Vista operating system?	

Financial System

Accounting/Transaction Module

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?	
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 systems such as Excel?	
11. Can reports be generated for each individual fund?	
12. Can accounts be added in years other than the current fiscal year?	
13. Is security provided by user?	
14. Allow at least 13 periods per year with open periods?	
15. Allow unlimited number of years of detail information?	
16. Which of the following reports are available: <ul style="list-style-type: none"> • Current encumbered/unencumbered balances • Detail of transactions by account/object code • Revenue and expense detail by account • Revenue and expense summary • Cash flow statements • Accounts payable – paid and unpaid • Budget positions • Detailed account code history – multiple years 	
17. Is accounting information available by the following: <ul style="list-style-type: none"> • By account • By period • By date range 	

<ul style="list-style-type: none"> • By fund account • By department 	
18. Can reports be rerun for periods other than the current?	
19. Does the system support multiple accounting methods: <ul style="list-style-type: none"> • Cash basis • Modified accrual • Accrual 	
20. Can entries be reverse and deleted automatically?	
21. Are entries tracked as to: <ul style="list-style-type: none"> • Transaction date and time • Posting date and time • By user performing entry 	
22. Allow unlimited number of entries?	
23. Does the system have an approval process for entries?	
24. On-line screen inquiry including unlimited history?	
25. Can the previous year be 'locked' after year end to avoid inadvertent changes?	
26. Does the system provide year-end annual reporting in accordance with state required reporting standards for: <ul style="list-style-type: none"> • C4/C5 statements • Schedules 4/5 • Schedule 7 • Schedule 11 • Schedule 12 • Schedule 16 • Schedule 19 	

27. Does the system support the state BARS chart of accounts?	
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Budget Preparation

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

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? <ul style="list-style-type: none"> • 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/warrants 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?	
15. Does the system support both check and voucher printing?	
16. Do transactions directly affect account codes for: <ul style="list-style-type: none"> • Income? • Expenses? • Budget? 	
17. Does the system provide check reconciliation?	
18. Are duplicate payments prevented?	
19. Can the system print 1099's at year end, if necessary?	
20. Can the system generate a payment approval list for City Council approval?	
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 Washington State 'use' tax?	
24. Does the vendor screen information include contract limits?	
25. Does the system allow for use of either checks or warrants and provide reconciliation?	
26. Does the system provide for the use of clearing funds for accounts payable and payroll?	
27. Does the system accommodate for wire transfers?	
28. Does the system verify budget status prior to accepting a transaction?	

Cash Receipting

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?	
8. Does the system include an animal licensing application?	
9. Will the system allow for credit card payments?	

Payroll

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. Report writer for reporting?	
5. Handle an unlimited number of accounts?	
6. Does the system support standard user-defined salary information for personnel?	
7. Allow payroll time cards to be submitted electronically?	
8. Does the system support part-time and hourly employees, with prorated benefits?	
9. Does the system accommodate 24/7 shifts?	

<p>10. Does the system track accrued time such as:</p> <ul style="list-style-type: none"> • Vacation? • Sick time? • Comp time? • Personal days? 	
<p>11. Is the payroll system integrated to the accounting and budget system?</p>	
<p>12. Does the system support multiple pay periods?</p>	
<p>13. Does the system allow for unlimited number of pay types?</p>	
<p>14. Can the system support the state retirement program requirements?</p>	
<p>15. Will the system generate all Federal and State reporting requirements?</p>	
<p>16. Can the system generate the following:</p> <ul style="list-style-type: none"> • W2's • 1099's • 941 and other quarterly reports 	
<p>17. Does the system allow for unlimited number of years history and unlimited number of employees?</p>	
<p>18. Can the system support the following:</p> <ul style="list-style-type: none"> • Deferred comp? • Section 125 plans? • Multiple types of deductions? 	
<p>19. Can the tax tables be maintained and updated by the user?</p>	
<p>20. Is automatic payroll deposit provided?</p>	
<p>21. Does the system allow for remote entry of timesheet data?</p>	

22. What type of security does the system provide?	
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