

City of Morrow Request for Proposals
Integrated Municipal Finance Software System
Proposal Deadline January 31, 2013 2pm

Be advised that any conversations (in reference to this proposal) between vendors and any City employee or City official outside of the contact identified in this proposal during the entire competitive process is strictly prohibited. Such actions will result in removal of the vendor from the Vendors List and rejection of the vendor's proposal. The ONLY official position of the City is that position which is stated in writing in this document. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

Purpose: The City of Morrow is requesting proposals for an integrated municipal finance software system including conversion and implementation services, ongoing training and technical support for the system. The software will integrate, manage and support Human Resources, Payroll, Accounting, Permitting and Licensing.

The City of Morrow will hereinafter be referred to as the "City." Respondents to the RFP shall be referred to as "Vendor(s)." The Vendor to whom the contract is awarded shall be referred to as the "Contractor."

Timeline:

December 20, 2012	RFP available (from City website and GMA website)
January 25, 2013 at noon	Deadline for inquiries
January 28, 2013 at noon	Deadline for inquiry responses (all responses posted on City website)
January 31, 2013	Deadline for Proposals
February 20, 2013	Target date for internal selection of finalists
February 20-March 15, 2013	Finalist presentations
March 26, 2013	Target date for final selection

Scope: The City of Morrow has six departments (City Hall Administration, Finance and Administrative Services, Police Fire, Public Works, Planning + Economic Development and E911 Communications). All financial accounts, payables and receivables, as well as asset management, payroll, bonds and confiscated assets are all managed through the Administrative Services Department and lead by the City of Morrow's Director of Finance.

The Integrated Municipal Finance Software System must have the capacity to help manage multiple accounts, track spending, prevent budget overruns, facilitate with forecasting, allow for project management, generate reports, accommodate

**City of Morrow Request for Proposals
Integrated Municipal Finance Software System
Proposal Deadline January 31, 2013 2pm**

payroll, track vacation and sick leave, record benefit histories and maximize the performance of all Administrative Service functions including taxes, licensing, human resources and grants.

The City of Morrow is looking to incorporate a dynamic and robust tool with the purchase of this Integrated Municipal Finance Software System. This full range of service must be supported by a single software package and not require integration between multiple software packages.

The City of Morrow is requesting proposals for an integrated municipal finance software system including conversion and implementation services, ongoing training and technical support for the system. The system should include all or part of the following comprehensive, fully integrated systems or modules:

- General Ledger
- Bank Reconciliation
- Cash Receipting
- Accounts Receivable
- Accounts Payable
- Budget Preparation
- Fixed Assets
- Payroll (Vacation, Sick Leave, Multiple Bank Accounts)
- Custom Payroll for Public Safety – Police and Fire
- Human Resources
- Purchasing
- Occupation Tax/Business License
- Permitting (Alcohol, Precious Metals, and Other Permits)
- Sanitation Billing
- Property Taxes
- Other Taxes (Alcohol, Excise, Rental Car Excise)
- Work Orders and Tracking

Any alternate solutions that meet or exceed the outlined requirements can be submitted for consideration. The City of Morrow is interested in all details of other innovative and original ideas above and beyond those discussed in this Request for Proposal.

The scope may include the conversion of our data from the current system/process into the Vendor software. Completing this portion of the scope will depend on associated costs. Review the chart below to assess our current systems/processes including which functions are completed manually. This portion of the scope will

**City of Morrow Request for Proposals
 Integrated Municipal Finance Software System
 Proposal Deadline January 31, 2013 2pm**

not require a formal assessment, but rather an approximate estimate of cost and time. Please submit information which demonstrates your company’s success with conversion from the below mentioned data types and the corresponding system/process.

General Ledger	QS1 Smith Data
Bank Reconciliation	Manual
Cash Receipting	QS1 Smith Data
Accounts Receivable	QS1 Smith Data
Accounts Payable	QS1 Smith Data
Budget Preparation	Manual Spreadsheets
Fixed Assets	Manual Spreadsheets
Payroll	Paycom Online
Custom Payroll	Manual
Human Resources	Paycom Online
Purchasing	QS1 Smith Data
Occupational Tax/Business License	QS1 Smith Data
Permitting	Merit Systems (formerly SafeBuilt)
Sanitation Billing	QS1 Smith Data
Other Taxes	Manual
Property Taxes	HARRIS (Formerly TBS)
Work Orders and Tracking	Manual

Qualifications:

All Vendors must be qualified to assess the capacity and ability of their product in comparison to the service needs of the City of Morrow. Individual Proposals should address Morrow as a specific project with details related to this RFP. Submitting company brochures and overall profiles will not effectively address how your company can fit Morrow’s needs. Those items should only be submitted in addition to Executive Summaries, Project Approaches, Capacity and Functionality details as they related to the needs of the City of Morrow.

Communication:

It is the responsibility of the Vendor to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The City will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFP must be made to:

Dan Defnall
 Finance Officer
 ddefnall@cityofmorrow.com

**City of Morrow Request for Proposals
Integrated Municipal Finance Software System
Proposal Deadline January 31, 2013 2pm**

The deadline for all inquiries is January 25, at noon. Any inquiries that come in after this date and time will not be answered. The deadline for all answers is January 28, at noon though all answers will be posted as promptly as possible. All Q&A and any addendums will be posted on our website as needed (www.cityofmorrow.com on the front-page under the “Happenings” column on the cork board). It is the responsibility of the Vendor to check the website to stay current on all Q&A and any addendums. It will not be the City’s responsibility to ensure that the most current information is available in any additional way other than posting on the website.

Evaluation: Award will be made to the Vendor who offers the product most suited to provide the maximum preferred functionality and whose service and maintenance agreement offers the most assurance that the product will function accurately, will leave users fully prepared and trained and is warranted for an ample amount of time. Proposals must include references. These references should represent agencies utilizing the similar services outlined in the RFP outlined in the proposal. Provide company names with contact person, emails and telephone number. If you do not submit the requested contact information (including email addresses), references may or may not be contacted and will not be available during the selection phase. The absence of this information may have a negative impact on selection.

Evaluation Criteria: Proposals will be evaluated on many criteria deemed to be in the City's best interests to include but are not be limited to:

- Product features and functionality
- Pricing
- Demonstrated capacity and experience
- References from other product users
- How well the RFP represents the product and includes the information requested in this RFP

Award: It is the intent of the City to award this work all to one Vendor. The City reserves the right to conduct any tests it may deem advisable and to make all evaluations. The City reserves the right to reject any or all proposals, in whole or in part and is not necessarily bound to accept the lowest price but instead will accept the proposal that best suites the City and the City’s services. The City reserves the right to waive minor irregularities. A proposal may be rejected if it is in any way incomplete or irregular and preference will be given to local Vendors.

**City of Morrow Request for Proposals
Integrated Municipal Finance Software System
Proposal Deadline January 31, 2013 2pm**

It is the responsibility of the Vendor to inquire about any details of this RFP that are not understood. All inquiries must be submitted by email. Responses to inquiries, **if they change** the RFP in a substantial manner, will be posted on the City website. Therefore, it is the responsibility of the Vendor to check the website for updates.

Submission: A **SIGNED** original and three (3) copies of the proposal must be received at Morrow City Hall, 1500 Morrow Road, Morrow, GA 30260. **Deadline for submittals is January 31, 2013 at 2pm.** The proposal must be date/time stamped by Morrow City Hall in order to be considered. Vendors are strongly encouraged to submit proposals in advance of the due date/time to avoid the possibility of missing the deadline due to unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The City assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date **WILL NOT** be a substitute for receipt of proposal. Proposals received after the due date and time will be not be returned. Additional time will not be granted to any single vendor, however, additional time may be granted to all Vendors when the City determines that circumstances require it. **FAXED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED.**

Envelope: The signed proposal should be submitted in an envelope or package, sealed and **identified on the outside** of the envelope with contact name, contact email, company name and due date.

Proposal Opening:

The proposal packages will be opened and amounts recorded 30 minutes after the deadline for submittal at Morrow City Hall, 1500 Morrow Road, Morrow, Georgia 30260. The results will be emailed to all vendors who included the required email address.

Materials to Include

Proposals submitted should include the following information. To the extent possible, please provide responses in the following order as well.

Title Page

The title page shall include the company, contact name, address, and telephone number to call for information regarding the Proposal this information must include and email address.

Cost Summary

The first section shall provide an itemized cost summary. All anticipated costs to the City shall be identified and itemized. The total cost (sum of all itemized costs) should be noted at the top of the page and clear to read.

Executive Summary

The second section shall provide an overview of the Proposal. It should include any points the vendor wishes to highlight, as well as any relevant conditions or restrictions.

Company Profile including References

The third section shall provide a profile of the company, including the number of employees and their locations as well as credentials and certifications for relevant staff. A list of appropriate local government clients shall be provided. At least three municipal government references shall be provided. These should include the municipality names, telephone numbers, titles of contacts, emails of contacts and date of installation where the vendor's software is currently in use.

Vendor Qualifications

The fourth section shall provide responses to the vendor qualification questions outlined in this proposal.

Proposal

The fifth section shall be the proposal narrative. The proposal must specifically address the scope outlines in this RFP. This section should present information that enables the City to understand the Vendor's history, capacity, experience and any other "selling points" about the product or the Vendor that are relevant to their ability to provide the best service and product to the City.

E-Verify

All vendors must submit an E-Verify Affidavit (The affidavit is included in this RFP).

Certificate of Insurance

Additional Information

Subsequent sections may be used to present any additional information pertinent to the proposal process.

Selection: All of the proposals are due on or before **January 31, 2013 at 2pm**. Each proposal will be evaluated by the appropriate staff. If necessary, three (3) vendors will be placed on a "short list" and may be asked to come in for an interview. The vendors that are selected to come in for an interview may be asked to submit additional information. We reserve the right to ask for clarification or additional

**City of Morrow Request for Proposals
Integrated Municipal Finance Software System
Proposal Deadline January 31, 2013 2pm**

information contained so that a fair and comprehensive evaluation of all proposals can be conducted. If three (3) or fewer proposals are received, the City reserves the right to terminate this process and begin again or to choose from the submissions.

Debarment: Submission of a signed proposals in response to this solicitation is certification that your firm is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

E-Verify: All Vendors must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification. Participation in the E-Verify program must commence before the proposal deadline, and E-Verify affidavit is included in the package.