

Orutsararmiut Native Council

**REQUEST FOR PROPOSALS
FOR
ACCOUNTING SOFTWARE
AND
CONVERSION FROM PRIOR SYSTEM**

OVERVIEW

Orutsararmiut Native Council (ONC) is the tribal governmental organization of Bethel, Alaska.

The ONC Finance Department (“Department”) is hereby issuing a Request For Proposals (“RFP”) to supply, install and support a new accounting software system. Minimum requirements include but are not necessarily limited to General Ledger, Accounts Payable, Accounts Receivable, and Payroll. ONC tentatively plans to have implementation finalized by April 1, 2017.

The primary reason for this RFP is to replace the existing financial software of the Organization (FundWare, owned by Blackbaud) which has an anticipated support discontinuation date in 2017. Overall goals for the new software will include better cost-effectiveness, greater integration and simplification, user- friendlier technologies and tools, and greater efficiency.

Fundware is currently used primarily for the general ledger, payroll, accounts payable, accounts receivable, and associated reporting functions. The department utilizes various other programs for certain tasks such as Microsoft Office, Adobe Acrobat and paper processes and records retention to complete most other tasks including but not limited to grant reporting, fixed assets, budgeting, cash receipts, and other common finance related tasks.

The primary active users of the software will be the Finance Department’s three (3) permanent employees. The Department currently uses Fundware (Blackbaud) housed and running on an in-house Windows server.

The following estimates some of the transaction volumes related to the current system and needs of ONC:

Current Activity Levels	
Activity:	Estimated number:
General Ledger Accounts (Active)	1,800
Cash Receipts	5,000
Full-time permanent employees	35
Average active employees (FT, PT, seasonal)	50
Maximum active employees, (FT, PT, seasonal)	50
Accounts Payable Vendors	100
Checks written per year	2,400
ACH payments per year	100
Wire transfers per year	10

SECTION 1: INSTRUCTIONS

1.1 Invitation to Submit Proposal

Your firm is hereby invited to submit a proposal for the supply, installation and support of a fund accounting software system as set forth in this document.

Description: ONC Accounting Software System Date
Issued: September 14, 2016
Closing Date: October 14, 2016
Closing Time: 2:00 PM, Alaska Time

This RFP does not commit ONC to award a contract or pay any costs incurred in the preparation of the proposal or attendance at a meeting with staff, nor does it imply that the ONC will proceed beyond this RFP process.

1.2 Inquiries, Errors or Omissions

Should any errors or omissions be discovered in this document, or if you have any inquiries pertaining to the content, they should be directed in writing to James Paul, Finance Director, via email at jpaul@nativecouncil.org no later than 5:00 PM AKST on 9/30/2016. To insure equal disclosure during the process, please be advised that any such inquiries and the responses thereto will be communicated to all involved vendors in writing as an addendum to this RFP. Identities of those vendors/individuals inquiring will not be disclosed. See also Section 5.2 – Confidentiality. ONC will not be responsible for verbal instructions.

1.3 Submission Closing Date

Proposals shall be received at the Orutsararmiut Native Council Main Office no later than 2:00 PM, Alaska Standard Time on October 14, 2016. Signed proposals may e-mailed as a PDF by the same date and time. Proposals should be mailed irrespective of whether or not the e-mail method of submission is also chosen to the following address:

Orutsararmiut Native Council
Accounting Office - James Paul
Box 927
Bethel, AK 99559

Proposals should be clearly marked "Accounting System Software Proposal"

Any proposal received after the closing date and time will be considered disqualified. Vendors will be timely notified confirming receipt of their submitted proposal. Proposals received by telephone or facsimile (fax) will not be considered.

1.4 Executive Summary

Include an Executive Summary highlighting your proposal with brief narratives. Include as little technical jargon as possible, orienting the summary toward non-technical personnel, and include in the overview a general schedule and costs of the project. This section should be no more than 5 pages.

1.5 Company Profile

Include a brief company profile identifying how long the company has been in business, recent or current leadership structure changes, description of company size and the organization in general, and summary of percentage of tribal governmental clients compared to non-profit or other client organizations. If any resellers or sub-bidders are proposed for implementation, training and/or support, please provide company profiles for both the software provider and the reseller/sub-bidder. Finally, because this is considered a long-term investment for Orutsararmiut Native Council, please speak to any factors affecting the likelihood the company or software will be able to operate and be maintained over the course of the near and intermediate future.

1.6 Response to Requirements

Vendors are required to detail their organization's ability to satisfy, at a minimum, all aspects of the requirements as outlined in the "Scope of Work" section below. Vendors are also required to review, in detail, Section 3.0 – Awarding of Contract, to ensure that obligations and requirements required under this section can be met.

1.7 Certification

Vendors responding to this RFP are required to sign the certification under Section 5. Failure to complete, sign and submit the certification may disqualify the proposal as described under Section 3.0 – Awarding of Contract.

1.8 References

Vendors shall include a list of five (5) references with their RFP, including the name, contact person with title, and phone number including area code. Tribal Government clients, in particular Alaska Tribal clients, are preferred. Preference should also be given to clients with similar demographics and software requirements.

1.9 Pricing

Vendors shall provide itemized pricing for the proposal. If certain modules or functionalities are offered as a bundle or package, are additional items but required or highly recommended, or are optional based on client preference, please clearly indicate this. If any third party vendors, modules, or services are needed or highly recommended, please clearly identify as such including vendor name and contact information, and indicate if this is encompassed by the proposal or if ONC will need to contract separately for this. Please also delineate all costs related to conversion/implementation, training, and ongoing support.

1.10 Timeline

Event	Date
1. RFP Issued to Public	9/15/2016
2. Vendor questions due	9/30/2016
3. Responses to vendors provided	10/5/2016
4. Final Proposals due from vendors	10/14/2016
5. Vendor selection & notification	10/28/2016
6. Executed agreement	12/2/2016

SECTION 2 - EVALUATION

The Orutsararmiut Native Council (ONC) reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. ONC reserves the right to accept a submission other than the lowest price submission without stating reasons. By the act of submitting a response to this RFP, the vendor waives any right to contest in any legal proceedings or against the right of the Orutsararmiut Native Council to award the work to any vendor at its sole discretion.

A selection committee will be established and all submissions will first be reviewed to ensure that submission criteria set forth herein are met. The next step will consist of a comprehensive evaluation of the RFP based on the criteria contained herein, and vendors may be contacted at that time to provide further information or address any questions or issues that may have arisen in the evaluation.

The evaluation by the selection committee will assess for the ability of the vendor and software to address key requirements and priorities outlined in the RFP, including the following:

- Functionality and flexibility of the software to enable the department to complete important tasks common to tribal government finance departments

- Level of integration with other modules or elements of the software as well as commonly used fluidly with other commonly used computer programs and applications such as Microsoft Office programs, Adobe Acrobat, etc.
- Robust report generating/writing capabilities, including drill-down functionality and integrated electronic documentation/imaging
- Knowledge and experience with municipal government applications
- Scope, depth and availability of support and help desk services
- Total upfront and ongoing cost of the proposal including licensing, maintenance, and annual or ongoing support services
- Projected maintenance and support costs for a minimum five (5) year term
- Scope and variety of training options and offerings
- Ability to provide data conversion services as needed
- Quality of references

Upon completion of the evaluation, the ONC may elect to request further interviews or demonstrations to better understand the capabilities of the proposed software.

SECTION 3 – AWARDING OF CONTRACT

This RFP should not be construed as a contract to purchase goods or services. Only written notice to the vendor of the acceptance of the proposal by Orutsararmut Native Council and subsequent full execution of a written agreement shall constitute a contract for the supply, installation and implementation of the software system.

Orutsararmut Native Council (ONC) reserves the right to accept or reject, in whole or in part, all proposals received. The lowest or any proposal will not necessarily be accepted, as various criteria are used in the evaluation process. No act of ONC, other than a notice in writing signed by the Executive Director, shall constitute acceptance of a proposal. ONC also has the right, in the interest of the Organization to waive any informality, insufficiency or irregularity in any proposal responses received, and to accept the proposal that is deemed most favorable to the interests of the Organization.

The proposal will be rated on the following criteria:

A. Evidence of management and control by American Indian/Alaskan person(s) or enterprise (max. 10 points).

B. Qualifications of firm (current business license, endorsements to practice, peer reviews, etc.) (max. 10 pts).

C. Qualifications of the software upgrade team (max. 10 pts). Specifically, the firm must show evidence it is knowledgeable with the requirements of U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

D. List of current and past contracts (max. 10 pts).

E. References from minimum of three (3) firms/organizations/enterprises at least commensurate with Orutsararmiut Native Council, a Federally-Recognized Tribal entity (max. 10 pts).

F. Proposed implementation schedule to conduct existing software/hardware audits, installation, quality assurance, training of key ONC staff, and support schedule (max. 25 pts).

G. Software features matching ONC Needs. (Max. 25 pts.)

Aggregate rating points earnable are 100 points.

3.1 Method of Payment

All charges for work shall be itemized on a monthly invoice. The successful party will submit invoices to Orutsararmiut Native Council, PO Box 927, Bethel, AK 99559.

SECTION 4 – SCOPE OF WORK

4.1 Essential Modules

Orutsararmiut Native Council requires a fully integrated software solutions for the following list of modules, functions or capabilities, in order of priority or need to the Finance Department:

- 1) General Ledger (with Fund Accounting)
- 2) Accounts Payable
- 3) Payroll and Human Resources
- 4) Accounts Receivable
- 5) Cash Receipting
- 6) Requisitioning and Purchase Orders (preferably with electronic capabilities)
- 7) Bank reconciliation
- 8) Cost Allocation

Other functionality may be offered, considered or identified as a preference or need related to the above functions. Vendors should include any informational materials available regarding the above modules or related applications.

4.2 Report Customization

Vendors shall include proposed costs associated with report customization to support the above listed modules and/or any others offered. Costs associated with the creation of new reports, reports outside the scope of this project, and related training, if offered, should be included.

4.3 In-House vs Cloud Based Options

Vendors shall prepare two proposals with comparisons to performance, maintenance, and costs as lineated elsewhere for an in-house installation and a cloud based hosted solution. With regard to the

Cloud based solution, vendors shall delineate performance, backup, maintenance, disaster recovery, uptime, offsite backup, and references to hosted clients.

4.4 Future expansion options

The ONC Finance Department may be interested in the future in adding modules or capabilities not initially implemented as the need or readiness to do so arises. Therefore, vendors should address the ability of the software or company to provide for additional modules or additional applications or processes to be added on or expanded at a later time. Please also provide information as to any modules or capacities currently in development but not yet available. Examples could include enhanced online transaction options, integration with other organizations, software or modules, automated processes, etc.

4.5 Licensing and Maintenance Fees

Vendors shall provide a detailed listing of licensing and annual maintenance fees, along with their license management process.

4.6 Customer Support

Vendors shall provide both a list of their support packages available and a recommendation to ONC on which plan would likely suit the Organization's needs. In addition, vendors should provide the following:

- Methods of contact
- Hours of support
- Response time guarantee
- Follow-up methods with client
- Details on any available self-serve support
- Detailed listing of items not included within the annual support package

In addition to identifying costs for ongoing support agreements and costs, the vendor is requested to supply any and all sample annual support agreements and clearly identify all policies regarding support. Please identify your policy regarding software updates and enhancements as a result of ongoing system improvements and development as well as your policies regarding updates to the system as they pertain to legislative or other changes.

4.7 Implementation/Conversion Services

Vendors shall provide a detailed breakdown of all estimated costs associated with the conversion of both current and historical data and the implementation of these products. Details should also include timelines and any other milestones the vendor deems pertinent to the success of the project. Also include a documented "go-live" support and post-implementation support strategy.

4.8 Training Services

Proposals should specify pricing and a detailed training strategy and recommended training days required for the vendor's implementation team. It should identify users in various positions or departments and what training methods will be employed. Costs for additional training should also be identified. Any restrictions in terms of attendees and any additional costs such as out-of-pocket expenses, per diems, travel time or any such other costs associated with training must be identified.

4.9 Travel and Per Diem Rates

Vendors shall identify estimated costs for travel, per diems, or other out-of-pocket expenses related to the project.

4.10 Hardware and Third Party Costs

Vendors should specify all minimum hardware requirements for the effective utilization of the proposed system. Hardware specifications shall include the primary server, operating systems, database requirements, schema, network architecture and user workstation minimum requirements. Vendors may include sub-contractors (subject to ONC approval not to be unreasonably withheld) in proposals to provide applications or services, but the vendor must assume total responsibility for the management of sub-contractors and for the work performed.

4.11 Projected Cost of Ownership Over a Five (5) Year Period

Vendors shall provide a 5-year projected cost of ownership that ONC will be charged after the implementation year. This projection should include all charges and any anticipated rate charges such as maintenance, licensing, and support fees or related fee structures. Vendors must also indicate how they will notify the ONC of any proposed pricing changes as well as any policies relating to their fee structures part of their submission.

SECTION 5 – OTHER INFORMATION, TERMS, CONDITIONS

5.1 Cost to Submit

Orutsararmiut Native Council will not be liable for any costs incurred by any vendor in the preparation and/or submission of a proposal, in the facilitation of a presentation to support the proposal, or any other activities related to the creation of a proposal.

5.2 Confidentiality

Notwithstanding Section 1.2 concerning inquiries and responses, vendor identities, pricing and other vendor-provided information will not be shared with the other vendors.

SECTION 6 – CERTIFICATION

Failure to complete, sign and submit this certification, with the RFP package, may disqualify this submission.

We
(Legal Company Name)

Of
(Business address)

(Telephone Number) *(Facsimile Number)*

Having examined and read this Request for Proposal – For Government Accounting Software and Conversion From Prior System document as issued by the Orutsararmiut Native Council, do hereby agree to provide the goods and services in accordance with the Request for Proposal document, and do hereby agree to accept the terms and conditions set out in this Request for Proposal.

Executed this _____ day of _____, 201 .

(Signature of authorized representative)

(Print or type) Name and status of authorized representative