Request for Proposal
Local Government Fund
Accounting Software

Description

The Town of Thurmont is seeking proposals from qualified firms for software and implementation services for fund accounting software system.

Background

The Town of Thurmont, Maryland is a municipality of about 6,700, located in northern Frederick County, Maryland. It is one of the fastest growing municipalities in Maryland, and planning projections indicate a high level of continued growth in 2021 and beyond.

The Town's annual budget serves as the foundation of financial planning and control. The Town currently maintains a general fund and enterprise funds, and the total annual combined budget for the fiscal year beginning July 1, 2021 is $13,309,000. The Town has 40 permanent positions allocated, and 10 personnel hired in a part-time or temporary capacity.

The Town has used QuickBooks with a fund accounting add on module as its core financial system since 2019, and Microsoft GP software from 2016 until 2019. There are currently four intensive system users (add to databases, run major processes, etc.) and about 3 departmental users (query, run reports,etc.). Although the current financial system is stable, the Town is seeking a new system that provides a greater depth of functionality and flexibility in order to prepare itself for the long-term growth that is expected.

Scope of Services

Desired Minimum Functionality

A) System
   1) Generates ad hoc reports that can be directly downloaded to .pdf format or Excel with minimal manipulation. Commonly used report parameters can be saved for re-use.
   2) Allows for query drill down to supporting documents and transactions. All financial modules integrated into accounting function.
   3) Allows for the attachment of documents to transactions.
   4) Provides for paperless automation of processes and the upload of spreadsheets to streamline operations and reduce the time associated with paper processes and manual data entry.
   5) Intuitive interface for less-intensive system users. Ability to directly access favorite reports or processes from home screen.

B) General Ledger
   1) Provides all procedural functions of a fund accounting system in conformity with GAAP and GASB accounting standards.
   2) Provides for the maintenance of multiple funds, each of which is self-balancing; supports multiple bank accounts that are associated with single or multiple funds.

3) Provides for chart of accounts of at least four levels of structure.
4) Automatically assigns journal entry numbers and provides audit trail capabilities to capture journal entry history.
5) Supports recurring journal entries with varying dollar amounts.
6) Provides at least 13 accounting periods; monthly and year-end processes.
7) Ability to roll-forward or close grant and project accounts, both revenues and expenditures.
8) Generates the following financial reports: trial balance, cash balance, budget v. actual, account transaction history, open encumbrances.
9) Ability to produce GASB statements.

C) Accounts Receivable
1) Provides for the upload of files with Electronic Fund Transfers for customer payments.
2) Establishes default account distributions for each type of billing.
3) Allows for the attachment of documents to transactions.
4) Supports recurring billings.
5) Provides for customer database with detailed customer information.
6) Generates paper invoices and account statements.

D) Cashiering
1) Allows for the posting of cash receipts to multiple GLs and interfaces with the chart of accounts.
2) Allow for multiple cash register batches to be created or closed at any point in the day.
3) Provides for payment types including cash, check, credit card, and debit card.
4) Generates a customer receipt, and provides ability to print duplicate receipts.
5) Generates report upon batch close that includes a list of receipts by customer and account and a list by type of revenue.
6) Ability to accept multiple payment types in one transaction.

E) Purchasing
1) Supports encumbrance accounting.
2) Allows ability to set workflow with approval levels for all purchasing documents based on user role, dollar value, and department.
3) Flags requisitions/purchase orders that will cause a line item to exceed budgeted amounts.
4) Provides for vendor database with detailed customer information. Tracks W-9 requirements.
5) Ability to print requisitions/purchase orders with pre-saved signatures; purchase order has fields for item description, notes/comments, and Town logo.
6) Supports recurring requisitions/purchase orders.
7) Delete or cancel requisitions/purchase orders with proper security.
8) Includes contract administration functions to track contract terms, end dates, and amounts.
9) Ability to accommodate one-time vendors.

F) Accounts Payable
1) Interface with credit card companies to upload statements. Imported transactions are validated against the chart of accounts.
2) Supports recurring invoices.
3) Flags vendors for 1099 eligibility and provides 1099 reporting capability in paper and electronic formats.
4) Tracks sales taxes on purchases and generates reports to complete sales tax reimbursement reports.
5) Ability to print checks on paper as well as ability to generate a file for upload to banking software (either for payment processing via ACH or for positive pay systems). Produce a check register.
6) Ability to perform bank reconciliation at any point in the month.
7) Provides duplicate payment verification warnings.

G) Budgeting
   1) Accommodates the preparation of a line item budget for all funds and integrates with the system's chart of accounts.
   2) Supports multiple phases of budget development.
   3) Ability to enter text description of each line item. Text will copy over to next year's budget development process.
   4) Ability to enter budget amendments throughout the fiscal year. System tracks changes and can generate report of these changes.

H) Fixed Assets
   1) System will track capitalized and non-capitalized items.
   2) Ability to set different depreciation schedules based on type of item.
   3) Ability to track the disposition/sale of an asset.
   4) Provides for database of assets with detailed asset information.

The Town would like to implement the conversion to new financial software as soon as practicable after the beginning of the July 1, 2022 fiscal year.

The Town does NOT require functionality for Property Tax Billing or Utility Billing.

Proposal
Submitted proposals shall conform to the following format and be organized as outlined below. Responses should be complete and unequivocal. In instances where a response is not required, or is not applicable or material to The proposal, a response such as "no response is required" or "not applicable" is acceptable.

A) **Letter of Intent** to include:
   1) Signature of an officer of the company authorized to bind the vendor to the proposal.
   2) Company name, address, telephone number, and website.
   3) Name, title, email address, and telephone number of the proposal contact person(s) who are authorized to represent the firm and to whom correspondence should be directed.
   4) A brief statement of the understanding of the services to be performed.
   5) A statement indicating the period, not less than 150 days from the bid date, during which the proposal will remain valid.

B) **Company Background** to include:
   1) Location of main offices and any technical support centers.
   2) Number of years in business of providing municipal software.
   3) Number of staff in primary functional areas (e.g. customer support, programing, etc.).
   4) Total number of Maryland local government clients using the proposed software.

C) **Computing Environment**:
   1) What modules are fully integrated and what are proposed third-party applications?
   2) Upon which platforms does your software run?
   3) What are the optimal and minimum requirements for the network, server, and desktop clients?
   4) Is user content delivered via a web browser?
   5) What security tools are included with the software?
   6) How are the following restrictions accomplished: application access, menu access, field access, and querying/reporting access?
   7) What is the upgrade frequency and how are they deployed?

D) **Implementation Plan** to include:
1) Recommendations for conversion of 3 years of financial data
2) Staff training offered to prepare Town staff to maintain the system after it is placed into production. Is this personalized onsite training or offsite group courses?
3) Ongoing telephone support, including days/hours of operation, general response times, and critical issue response times.

E) **References** to include
1) At least one local government client of five years or more
2) At least one local government client in the midst of or recently completed conversion
3) One other local government client

F) **Costs**

	Year 1	Year 2
Training		
Data Conversion		
Installation		
Licensing		
Maintenance and support		
Other (describe)		
Other (describe)		
Total		

Selection Process

The sole purpose of the proposal evaluation process is to determine which solution best meets the Town's needs. The criteria that will be used to evaluate proposals may include, but are not limited to the following:

- Conformance with RFP guidelines and submittal requirements
- Compatibility with the Town's desired functional and technical requirements
- Compatibility with current and future technological infrastructure
- Proposed implementation strategy and plan
- Cost – both initial and ongoing costs
- Public sector experience of vendor and staff
- Software demonstrations and reference checks

Staff in the Finance Department will review all submitted proposals. The top-ranking vendors may be requested to participate in an oral interview and product demonstration for an inter-departmental team.

Timeline & Submission

RFP Release Date	*July 28, 2021*
Deadline for RFP Questions	*August 26, 2021 by 4PM*

Deadline for Receipt of Proposals	*August 31ˢᵗ by 4PM* Town of Thurmont Attn: Linda Joyce P.O. Box 17, 615 E. Main Street

	Thurmont, MD 21788
Vendor Presentation (as needed)	*September 2021*
Estimated Contract Award	*September 28, 2021*

Submit questions regarding the RFP in writing via email to ljoyce@thurmontstaff.com   any additional written information disclosed prior to submission will be shared with all interested parties.

Proposals can either be submitted electronically via email or on paper. Emails and envelopes containing proposals should be clearly identified with the words RFP FOR FUND ACCOUNTING SOFTWARE.

General Requirements
This solicitation and any subsequent contract shall be awarded consistent with and governed by the laws of the State of Maryland.

Proposals submitted shall not be subject to public inspection until a contract is awarded.

The Town reserves the right to reject any or all proposals and to waive any informalities as may be permitted by law.

The Town reserves the right to request oral interviews or request additional information from any or all vendors.

The Town reserves the right to award a contract based on proposals received without further discussion or negotiation.

All proposals shall be signed by an authorized officer or employee of the submitting organization. The name of the company, contract person, telephone number, and address shall be included.

The RFP does not commit the Town to award, nor does it commit the Town to pay any cost incurred in the submission of a proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for service or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract oraward.