REQUEST FOR PROPOSALS
2022-019

GASB 87 SOFTWARE

ROWAN COUNTY

130 West Innes Street
Salisbury, NC 28144

704-216-8174

anna.bumgarner@rowancountync.gov

Date Issued: Monday, November 15, 2021

Date Due: Thursday, December 2, 2021 at 3:00 pm EST

Administered by: Anna Bumgarner, Purchasing Director

Rowan County
Request for Proposal

Background and Scope

A.   General Information:

Rowan County is seeking proposals for software to assist with the Governmental Accounting Standards Board (GASB) 87 Standards of Financial Reporting for the Finance Department. The process will entail installation, configuration, training and support in the use of software. In addition, the County will request pricing for converting existing lease information with importing into new software. The ability to integrate with existing MUNIS software would be preferred.

B.   General Conditions:

This RFP is not an offer to contract. Acceptance of a proposal neither commits the County to award a contract to any contractor, even if all requirements stated in this RFP are satisfied, nor limits our right to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than lowest price.

Please note: Price will not be the only factor considered when selecting a vendor. Rowan County is seeking the proposal with the best overall value to the County.

C.   Reservations:

Rowan County reserves the right, at any time and for any reason, to cancel this RFP or any portion thereof, to reject all proposals or accept an alternate proposal. The County also reserves the right to waive any immaterial defect in the proposal. The proposal shall be good for a period of sixty (60) days from the opening of the proposal. The County may seek clarification of the proposal at any time and any delayed response could be a cause for proposal rejection. The County may require submission of the best and final proposals.

D.   Incurred Costs:

Rowan County will not be liable for any costs incurred by respondents in replying to this RFP.

E.   Award:

Award shall be made by Rowan County to the proposal that is determined to be the most advantageous to Rowan County.

G.   Assignment:

The proposal respondent may not reassign any award made, as a result of this RFP, without prior written consent of Rowan County.

H.   Evaluation Criteria:

Proposals will be reviewed and a contractor will be selected based on the following criteria:

- Proposed Cost
- Proposed Solution
- Qualifications
- Demonstration
- Compliance with Requirements/Scope

The County will use attached Matrix to assist with evaluation of RFP.

I.   Proposal instructions and time frames:

Respondents may submit electronic or hard copy of proposals in Word or PDF format to Anna Bumgarner address provided below. Proposals will be evaluated by Rowan County to determine the completeness of the proposal. The outside of package or subject line shall be clearly labeled "**RFP 2022-018 GASB 87 Software"** in order to be considered. If submitting hard copy Respondents shall also include USB of the proposal.

Submission Location: Rowan County Purchasing Department
                                Attn: Anna Bumgarner, Purchasing Director
                                130 West Innes Street, Suite 31
                                Salisbury, NC 28144

Submission Deadline: Thursday, December 2, 2021 at 3:00pm EST

Contact/Questions: Anna Bumgarner, Purchasing Director
                                Rowan County Purchasing Department
                                130 W. Innes St., Salisbury, NC 28144
                                704-216-8174
                                anna.bumgarner@rowancountync.gov

*Note: Any and all contact related to this RFP shall be with Anna Bumgarner only. No contact with any other Rowan County officials, staff or employees is allowed during this process and will be cause for disqualification once the RFP is released.

J.   Insurance:

The Contractor shall not commence work under this contract until all insurance required under this section has been obtained. The Contractor shall not allow any subcontractor to commence on work that has been subcontracted until similar insurance has been obtained by the subcontractor. Also, the Contractor agrees that during the term of this contract, the Contractor, at their sole cost and expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

COMPREHENSIVE GENERAL LIABILITY

The Contractor shall maintain Comprehensive General Liability coverage in amounts not less than:

- General commercial liability in the amount of $500,000 per occurrence / $1,000,000 aggregate.

CYBER INSURANCE

- The contractor shall maintain cyber liability in the minimum amount of $1,000,000 per occurrence.

A Certificate of Insurance shall be issued confirming this coverage. EACH TYPE OF COVERAGE REQUESTED HEREIN MUST BE SPECIFICALLY REFERRED TO IN THE CERTIFICATE.

This Certificate must also include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance.

It will be necessary for the County to be named on the Contractor's policy as an additional insured.

K.   Scope:

Rowan County is seeking proposals from qualified vendors to implement GASB 87 Software for Rowan County Finance Department. The process will entail installation, configuration, training and support in the use of the software. In addition, the County will request pricing for converting existing leases from our MUNIS financial system. Vendors should present detailed proposals in response to this RFP, including any alternatives believed to enhance the functionality of the system. Prices of all software being proposed shall be included. Vendors are encouraged to provide separate pricing for any optional components. The selected vendor will be expected to provide all software, labor and training to implement the software. County expects all deliverables by March 15, 2022 or prior.

L.   Project Timetable

Request for Proposal	11/15/2021
Questions Due	11/22/2021 1:00pm
Proposals Due	12/2/2021 3:00pm
Possible Demonstrations	12/6/21-12/10/21
Anticipated Award of Bid	12/20/2021

M.   Proposal Contents / Format:

The following sections/information will be considered integral to this solicitation. As such, please address each accordingly:

- Company Profile / Background / Experience
- Proposed Solution Overview and Ability to Meet Scope

- Proposed pricing (**include detailed pricing schedule with proposal**)
- Demonstration (week of December 6, 2021)

N.   Detailed Scope of Services:

The following is a list of deliverables we expect are needed to complete the project. We expect that you will also provide additional suggestions beyond or in lieu of these listed.

1. Provide the basic company information including but not limited to the number of years in business
2. Cloud Based Program
3. Does it include document repository
4. Highly prefer no special client software requirements on the end user's computer
    - If so, what does this entail and how does it work with our IT department for security purposes
5. Software should create all journal entries and disclosures necessary for the financial statements within scope if GASB (GASB) 87 (lessee and lessor)
    - Create and provide the backup for these entries and disclosures
6. Software needs to be able to look retroactively and create any necessary legacy journal entries and disclosures related to GASB 87 or non-GASB 87 leases
    - Create and provide backup for the entries and disclosures
7. Ability to create modified accrual journal entries for governmental accounting
8. Needs to be able to calculate systematic rent increases based on incremental increases or on index values
9. Support partial and full lease terminations and all the calculations, journal entries and disclosures with these terminations
10. Create and run reports that will need to be compared to our Accounts Payable reports to ensure all payments paid, the correct amounts paid and allocation of payments and direct and indirect or variable expenses have been applied
11. Ability to tie balances from high level disclosures to detailed reports, individual leases and amortization schedule
12. Ability to calculate the journal entries needed to transition existing leases to the new account standard
13. Ability to store renewal options and allow users to designate the renewals as reasonably certain to be renewed or not reasonably certain to be renewed and have lease term properly reflect designation
14. Ability to handle sub-lease accounting and record all entries and disclosures necessary
15. Ability and process to handle embedded leases and record all entries and disclosures necessary
16. Ability to handle abatements and discount rates and record all entries and disclosures necessary
17. Ability to export journal entries into excel to upload into Munis
18. Ability to handle lease modification and record all entries and disclosures necessary
19. How is number 12-16 handled within your system and do we have to manually enter these changes, etc.
20. Explain how the software handles variable costs
21. Accounts recommended to create within our financials for ease of transition
22. Full audit trail of changes, etc.

23. Create all types of reports needed at year end for audit to review
24. Run leasing and custom reports for Finance department
25. Run upcoming expirations and custom reports for Purchasing department
26. Specify availability to customize user options for tiered users
27. Detail of training and support during and after implementation
28. Ability to handle upcoming GASB changes such as Subscription Based Information Technology Agreements (SBITA) and Public Private Partnerships (PPP)
29. Outline implementation process and timelines
30. Availability to start on project if awarded
31. Have additional customizable fields for use
    - If not, process to create
32. Ability to test in training environment prior to live
33. Describe Disaster Recovery capabilities
    - Capabilities to minimize disruption and application downtime
    - Expected recovery time
    - How system usage and performance is monitored
    - Location of data centers
    - Where is data moved during disaster/recovery event
    - Are data centers audited by third party
34. Experience with other municipalities
    - Provide if fully implemented
    - Provide any challenges faced and outcome
35. Provide information related to ability to integrate with Munis (County's current Financial Software)
    - Provide list of Munis customers in NC that you have implemented this software
36. Explain completely pricing structure
    - Available user licenses (limited number or additional cost)
    - Terms of Contract
    - Price per lease or annual amount
        o If per lease, does it include leases input that is not considered GASB
    - Cost of any additional support after training and implementation

O.   Alternate pricing for:
1. Respondent entering all current County leases into the software if import from Munis is not available

P.   <u>References for Local Governments using Software</u>

Name:			
Address:			
Contact Person:			
Phone Number:			
Email:			
Additional Notes:			

Q.   **Award Matrix**

Weighted Points	Selection Criteria – GASB 87 Software
15	**Qualifications** Company Profile / Background / Experience
25	**Overview/Scope** Proposed Solution Overview Ability to meet Scope of Services
25	**Demonstration** Ease of use
35	**Cost** Proposed pricing (**include detailed pricing schedule with proposal**) Alternate pricing for converting current data
100	**Total**

The following Scoring Formula will determine Scoring Value Maximum Points (enter 1-10 in the yellow cells)	
Excellent	9-10
Good	7-8
Fair	5-6
Poor	0-4

Sheet will multiply scoring based on a formula of possible scoring value maximum point allotment. *Example:* If a contractor is scored as 6.0 (Fair) on **Qualifications** then this is multiplied by the maximum scoring points (25) and divided by 10, e.g. (6.0 x 25)/10 (maximum scoring points), which would then equal 15 points.

Proposal Response Form

Company: _____

Signed: _____

Name/Title: _____

Date: _____

Pricing Model (provide pricing that applies to your model)	Price	Comments
Based on # of leases (provide break down)	$	
Based on # of users (provide break down)	$	
Annual Rate (any limits on users or leases)	$	
One Time Cost: (if included mark as such)		
Training	$	
Configuration / Implementation	$	
ERP Integration (custom journal entry feed)	$	
Alternate Pricing: (if included mark as such)		
Entering current lease data into system	$	