

Request for Proposal **Accounting Software**

Georgetown Divide Public Utility District
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SECTION 1 – INTRODUCTION

Organization Overview

The Georgetown Divide Public Utility District (GDPUD) is located between the Middle and South Forks of the American River, nestled in the heart of the Sierra Nevada Foothills and Northern California's Gold Country. Access is through Hwy 50 and Hwy 80, making it in close proximity to surrounding metropolitan areas or recreational activities of Lake Tahoe.

GDPUD has a population of about 15,000 with 415 square miles located in El Dorado County. GDPUD includes the communities of Garden Valley, Kelsey, Pilot Hill, Greenwood, and Cool. The origins of District facilities can be directly traced back to 1852 and the El Dorado, Pilot and Rock Creek Canal Companies, one of the first established water purveyors in the State of California; a byproduct of James Marshall's discovery of gold in nearby Coloma. Following the decline in gold production, agriculture and lumbering became the staple industries on the Divide for many years.

The focus of GDPUD water supply system is the Stumpy Meadows Reservoir; a 20,000 acre-foot impoundment on Pilot Creek, at the eastern edge of GDPUD. Water from this source of supply traverses down through approximately 75 miles of ditch and pipeline to provide agricultural water and raw water supplies for GDPUD's treated water division.

The source water is either diverted for the production of treated water via two individual water treatment plants or sold for use as irrigation water within GDPUD boundaries. Future upgrades to the distribution system include replacing outdated consumption meters with water meters equipped with automated meter reading (AMR) hardware and software.

In addition to treated and irrigation water services, GDPUD also regulates approximately 1,400 on-site wastewater disposal systems and 135 properties utilizing a community disposal system within Auburn Lake Trails Subdivision (ALT).

SECTION 2 – SCOPE OF PROJECT

1. Scope of Project

The GDPUD requests proposals from qualified firms to replace the current accounting software and to provide support and maintenance. To that end, GDPUD is seeking proposals to engage the services of a qualified professional firm(s) experienced in providing and installing new accounting software, conversion of historical data, general guidelines for proper workflow and security, start-up training and on-going support and maintenance of all applications.

GDPUD is seeking a user-friendly system to maintain its financial transactions and facilitate financial reporting. Currently, GDPUD has General Ledger, Bank Reconciliation, Cash Receipts, Utility Billing, Accounts Receivable, Accounts Payable/Purchasing, Budget and Reporting Modules. In this Request for Proposals (RFP), GDPUD is looking to replace the current system and expand it by adding Project Management, Asset/Inventory Management, work order tracking, document management, as well as ease of use with ALT software and future AMR software.

2. Timeline

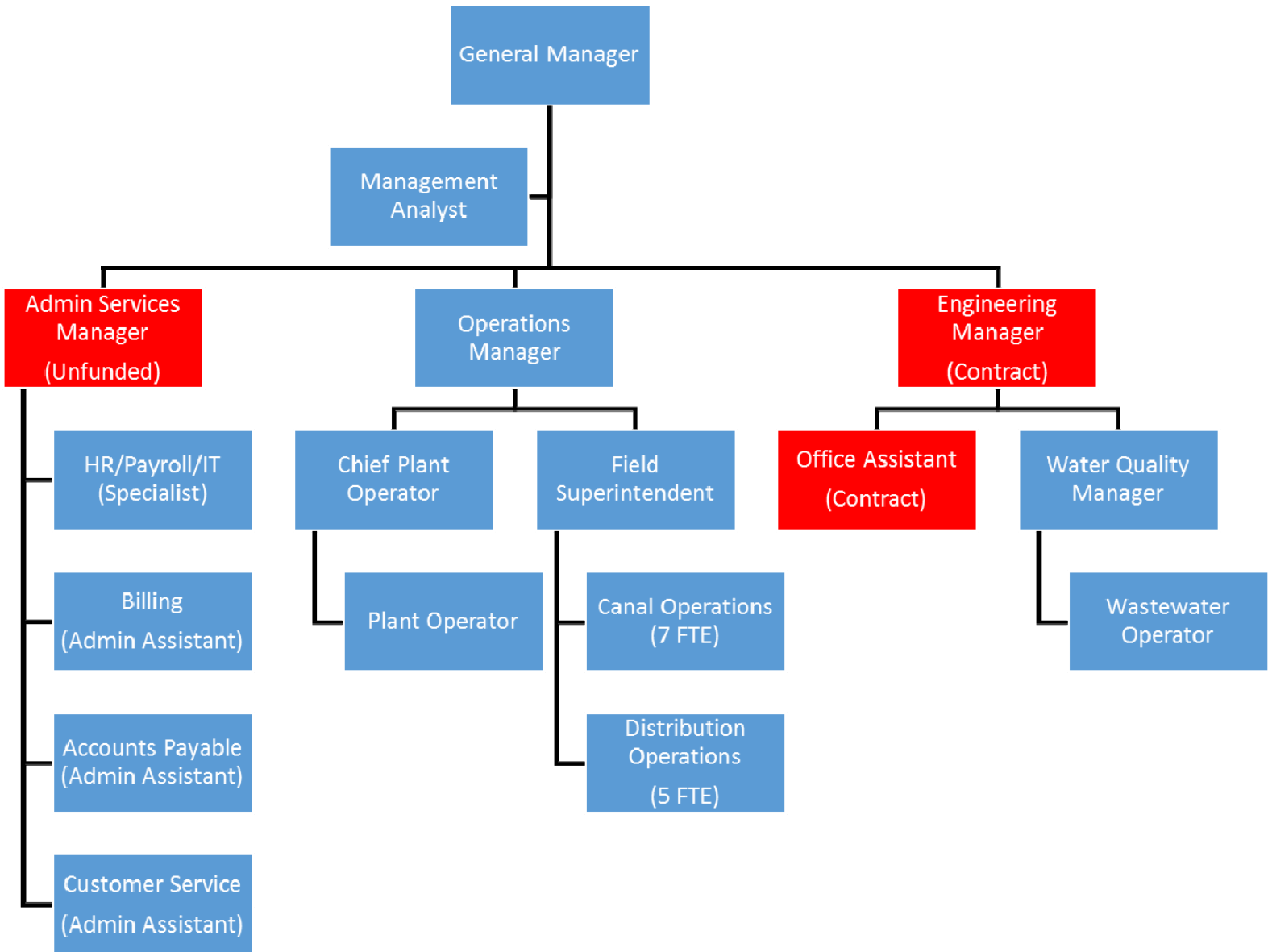
GDPUD intends to complete the process using the following schedule.

| | |
|-------------------------------------|-------------------|
| Request for Proposal Release | January 7, 2019 |
| Vendor Proposal Responses Due | February 18, 2019 |
| Finalists Notified | February 25, 2019 |
| Vendor Demonstrations Completed | March 5, 2019 |
| Contract Awarded/Board Approval | March 12, 2019 |
| Begin Conversion and Implementation | April 1, 2019 |
| Live (anticipated) | August 1, 2019 |

SECTION 3 – CURRENT AND DESIRED ENVIRONMENT

1. Current Environment

As indicated in Section 1, the scope of this RFP is to address the financial and administrative needs of GDPUD, its customers and employees. This section provides an overview of the current environment of those organizations. GDPUD organizes its expenditures into seven (7) departments: Source of Supply, Transmission and Distribution of Raw Water, Water Treatment, Transmission and Distribution of Treated Water, Customer Service, General Administration, Wastewater. GDPUD has 23 full-time, 2 part-time, and 2 contract/occasional employees. GDPUD currently has five employees in Finance, including one Finance Consultant (Vavrinek, Trine, Day & Co., LLP (VTD)), one Management Analyst, and three administrative aides in the areas of accounts payable, utility billing and cash receipts. The following figure provides a high-level outline of Georgetown Divide Public Utility District Organization Chart:



Georgetown Divide Public Utility District Government Profile

GDPUD provides treated water as well as raw water, and is responsible for compliance with the State of California waste discharge requirements (WDRs) for the septic systems in the ALT subdivision in Cool. This compliance work includes performing and managing inspections for roughly 1,300 residences, and collection and disposal of liquid waste from approximately 135 residences.

GDPUD contracts with CALPERs for retirement and ACWA/JPIA for health benefits. GDPUD reports electronically to CALPERs. Additionally, GDPUD uses ADP for payroll services, which reports State and Federal taxes on its behalf.

Government Technology Environment

GDPUD's main platform is Windows Operating System. The accounting software is Multiple Operations Management (MOMS), which GDPUD installed over twenty years ago. GDPUD uses a third-party web based software called CARMODY capable of managing the ALT WDRs. The software used for managing the ALT WDRs includes ability to track activities associated with approximately 1,300 individual onsite septic systems. Typical items include; property owner registration, construction tracking, annual inspection reports and compliance monitoring/maintenance.

GDPUD maintains its fixed asset reporting for GASB 34 in Excel.

Existing Accounting Software Applications

GDPUD currently uses the following modules in the MOMS accounting software: General Ledger, Bank Reconciliation, Cash Receipts, Accounts Receivable, Accounts Payable, Budget and Reporting.

2. Desired Environment

The following is a general overview of GDPUD's needs in both application and functionality. Please contact, Christina Cross, Management Analyst, for any clarifications by email at ccross@gd-pud.org.

Georgetown Divide Public Utility District Government Profile

In addition to the five employees that regularly utilize the MOMS software, GDPUD wishes to provide access to other employees (approximately 10 additional employees), none of which will have any accounting background. These employees will be using the budget and reporting modules, work order module, and purchase order module.

Government Technology Environment

Financial System/Security and Safeguards shall be interfaced and compatible with all modules. The Proposal shall be very clear if ***any*** modules sold by the firm are not fully integrated with any other modules sold by the firm. Proposals shall discuss security in depth, including but not limited to, restricted access to individual user IDs, administrative override functions, internal control over confidential information, and audit trails of user ID actions. Proposals shall highlight any safeguards such as journal reconciliation, confirmation of active accounts, cash and fund offsets caused by user input, or any other safeguards.

Ideally, GDPUD would benefit from ledgers and sub-ledgers having drill down capability, so a user could drill down on detail from the summary report, and also cross drill into other applications. For example, an expenditure/revenue account could drill down to detail ledger then cross over to A/P or A/R to see vendor/customer detail. This process should be easy to use for non-accountants, but detailed enough to support audit work.

Budgeting/Forecasting shall integrate with historical information; and shall allow for flat or percentage scenarios applicable to individual accounts or a group of accounts; shall import and export easily to Excel; and shall integrate directly to the general ledger and other applicable applications once budget is finalized.

Account Receivable/Cash Receipts (Point of Sale (POS)) shall fully interface with the system (both General Ledger and Subsidiary Ledgers). It shall track at a minimum by customer name, account number/name, date, and amount. POS shall Interface with external software or have capabilities for manual import/upload. Cash Register (POS) desired at one on-site location; and shall

have real-time and batch features, please describe both in the Proposal. General Ledger and sub-ledgers shall be able to trace back to batches reported in Cash Register (POS) for cross reference between receipts and daily deposits preferred. Describe in proposal if products can interface with Bank Reconciliation to post ACH/EFT deposits.

Purchasing/Accounts Payable/Project Accounting interface is needed so that information is typed in at the department and project level, processed through a determined work flow, and finalized in Accounts Payable. The application must be easy to use for non-accountants to utilize and approve. These modules shall be fully integrated to the General Ledger and all subsidiary ledgers in the financial system module. Warrants shall also be linked to Bank Reconciliation module with ease of determining outstanding checks. Accounts Payable must be able to transmit electronic files to IRS and California tax agencies for vendors 1099 and sales taxes. System shall be able to produce batch transactions, ACH transactions, and real-time (or manual) transactions for individual transactions. Requisitions/Purchase Orders and Invoices shall allow for one-time or reoccurring options; shall allow for multiple accounts to be charged; should allow for project accounting; and shall allow for percentage/distribution charges.

Timekeeping/Payroll/HR GDPUD currently uses ADP for all its payroll processing and reporting needs. At this time there are no plans to migrate back to internal payroll processing. However, payroll journal entries are currently entered manually. Ideally, the finance system would allow for importing/upload of journal entries in excel format.

Asset/Inventory Management This module is new to GDPUD. Proposal shall show how Asset/Inventory Management can enhance the General Ledger accounting structure for expenditure tracking. Interface with other modules very desirous, particularly Accounts Payable/Purchasing. The Proposal shall explain how the firm can help establish these applications based upon consultation of workflow, established templates and industry standards.

Work Orders This module is new to GDPUD. Proposal shall show how Work Orders can be utilized and processed between the departments of field workers and administrative staff while being tracked within the software and linked to individual customer accounts.

Document Management This module is new to GDPUD. Proposal shall show how users can digitally upload, track and archive documents within the modules while keeping them secure and yielding efficiency through organization and streamlined processes. Also, records retention schedules built in with reminders to purge any aging data.

SECTION 4 – BID EVALUATION PROCESS

Evaluation Procedures

The project's core implementation team, comprised of District staff and financial consultant, will be responsible for the bid evaluations. Staff will include GDPUD's finance committee in the bid evaluation and selection process. This team, in accordance with the criteria listed below, will evaluate all proposals received as specified. During the evaluation period, the team may elect to interview some or all the proposing firms. The individual, who will be directly responsible for carrying out the contract, if awarded, shall be present at the oral interview.

Proposals will be evaluated in accordance with predetermined criteria, with clarifications as GDPUD deems necessary. The evaluation process is not designed to award the contract to the vendor of least cost, but rather to that respondent with the best combination of attributes and offerings based upon the evaluation criteria.

Proposals will be evaluated based on the following criteria:

- Applicable software applications and ability to meet GDPUD's needs
- Time required to accomplish the requested services
- Compliance with the RFP requirements
- Recent public-sector experience providing similar services
- References
- Cost

GDPUD may also contact and evaluate the firm's and subcontractor's references; contact any firm to clarify any response; contact current users of the firm's services; and seek and review any other information deemed pertinent to the evaluation process.

It is GDPUD's intention to award a contract based on the information contained within the proposals received, as well as information obtained from other sources. GDPUD reserves the right to accept or reject any and/or all proposals and to award a contract which GDPUD considers the most advantageous to GDPUD and its citizens. As part of the evaluation process, GDPUD may find it necessary to add or delete services from the respondent's proposal to make equivalent evaluation comparisons.

GDPUD reserves the right to amend, withdraw, and/or cancel this RFP at any time. GDPUD reserves the right to reject any and all proposals, to waive any informality, defect, or irregularity in a proposal, to alter the selection process in any way, to postpone the selection process at any time, to accept or reject any individual sub-consultant that a firm proposes to use, and/or to decide whether

or not to contract with any firm. Nothing in this RFP shall be construed to obligate GDPUD to negotiate or enter into a contract with any particular firm(s). This RFP shall not be deemed to be an offer to contract or to enter into a binding contract or agreement of any kind.

SECTION 5 – RFP PROCESS AND INSTRUCTIONS

1. RFP Inquiries

Direct all inquiries related to this RFP directed to Christina Cross by email at ccross@gd-pud.org

2. RFP Submission Requirements

The written proposal shall include all attachments and exhibits, submitted as follows: one original (unbound), six paper copies, and one copy emailed in pdf format.

The complete proposal package, including all attachments and requisite copies, shall be sealed and marked "Proposal for Accounting Software." Proposals must be received at the following address no later than 4:00pm on February 18, 2019:

Georgetown Divide Public Utility District
Attn: Christina Cross, Management Analyst
6425 Main Street
Georgetown, CA 95634

Written proposals received after the RFP Submission Deadline will not be accepted.

3. Format and Content

Firms are required to prepare their written proposals in accordance with the instructions outlined below.

A. Cover Letter

All proposals must include a cover letter submitted on the firm's letterhead containing the signature and title of the person who is authorized to commit the firm to a potential contract with GDPUD. The cover letter shall express the firm's interest and serve as an executive summary of the proposal.

B. *Project Team Information*

Provide the names and positions of all staff proposed including staff for proposed sub-consultants. The proposal should also designate who will be the project manager in charge of the project, and who will be GDPUD's contact throughout the project.

D. *Work Plan / Scope of Work*

Include a work plan/scope of work meeting the minimum requirements of the RFP.

E. *Project Schedule*

Schedule needs to adequate and reasonable to ensure timely completion of the tasks listed in the Work Plan / Scope of Work. Emphasis should be placed on realistic timelines.

F. *Sub-consultant & Work by Others*

Identify any and all sub-consultant proposed to serve on the project, with background information for each and particular experience of key personnel, including project descriptions and resumes.

This section should describe all work not included in the proposal. Any work that is needed to complete the project that is not listed in the "Work Done by Others" will be considered part of the work provided by the Consultant and included in the proposal. Please include a list of tasks which the Consultant expects GDPUD staff to perform, information the Consultant expects GDPUD to provide, and an estimated amount of GDPUD staff time required for each task of the scope of work.

G. *Relevant Experience and References*

Describe the qualifications and experience of the proposed team, emphasizing the specific qualifications and experience acquired while providing services similar to those being sought by GDPUD, particularly for the Project Manager and other key project staff members assigned to the project.

For all staff members, describe their role giving not only their title but also the specific services they will perform and illustrate clearly the applicability of the individual's background, education, and experience to his or her assigned role.

Provide a brief description of at least three similar projects for which the Consultant has provided services during the past five years. For all referenced projects list the:

- Client (contact person, address and phone number)
- Project description and location
- Description of services by Consultant

- Total value of services provided by Consultant
- Consultant's project manager
- Key personnel involved
- Sub consultant employed

H. Cost

Provide a schedule of costs for total cost to provide and install new accounting software, convert historical data, provide guidelines for proper workflow and security, start-up training, and on-going support and maintenance of all applications. The schedule of costs shall be detailed enough for GDPUD to determine the cost of any services and modules are optional, and shall clearly identify the costs for annual ongoing maintenance. The schedule of costs shall provide subtotals by task and a total not to exceed amount.

4. Administrative and Contractual Obligations

The successful Firm will be required to enter into a written agreement with District in which the Firm will undertake certain obligations. These obligations include but are not limited to the following:

Inclusion of Proposal

The proposal submitted in response to this RFP will be incorporated as part of the final contract with the selected Firm. Any oral responses to staff's queries will also be included in writing.

Sample Agreement

Please carefully review GDPUD's sample agreement and insurance requirements before responding to this Request for Proposal. Your response to the Request for Proposal must indicate if you are unwilling or unable to execute the agreement as drafted as well as providing the insurance requirements. GDPUD will consider this in determining responsiveness to the Request for Proposals.

Withdrawal

A proposal may be withdrawn, without obligation, by an authorized representative of the Firm in writing at any time prior to the scheduled due closing date and time.

Rights to Materials

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Firm that are submitted as part of the proposal and not withdrawn prior to the scheduled Closing Date shall, upon receipt by District, become property of District. In addition, this proposal may only be reproduced by the Firm for purposes of bid preparation. It may not be copied, sold, or otherwise distributed to any individual, District, or business, unless prior written permission is obtained from District.

Costs

District is not liable for costs incurred by Firm, or subcontractors, in the RFP process, including but not limited to costs for printing, mail, travel and lodging, oral presentations, software demonstrations, and contract negotiations.

Acceptance of Bid

The contract entered into by the successful Firm and District shall be interpreted, construed, and given effect in all respects according to the laws of the State of California.

Award

Although cost is an important factor in deciding which proposal will be selected, it is only one segment of the criteria used to evaluate consultants and systems. District reserves the absolute right, in its sole discretion, to award a contract, if any, which under all the circumstances will best serve the public interest.

District reserves the right to reject any or all proposals or to make no award at all, to determine whether any alternate proposals are equal to the specifications and general requirements, and to accept proposals with minor variations from the specifications and/or conditions.

The final award will be subject to the approval of the Georgetown Divide Public Utility District Board of Directors.

Disclosure of Bid Information

After award, all written proposals are open to public inspection. District assumes no responsibility for the confidentiality of information offered in a proposal. The RFP is worded in a manner so as not to elicit proprietary information. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by District to the submitter. Any proposal submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

SECTION 6 – APPENDIX