



Request for Proposal
**Financial Management Software,
Human Resources Information Systems
& Timekeeping Software**

Greater Vallejo Recreation District

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SECTION 1 – INTRODUCTION

Organization Overview

The Greater Vallejo Recreation District (GVRD) is a separate government agency from the City of Vallejo that provides parks and recreation programs for children, families, and seniors in Vallejo. GVRD operates primarily by means of locally controlled funding and receives revenue from fees for services, park entrances, programs, and facility rentals. Grants and park dedication permit fees assist in the provision for new park development projects and ongoing maintenance.

GVRD manages 407 acres of public park space including 33 parks, an Olympic-size swimming pool, children's instruction pool and 4 community centers. GVRD maintains over 1,000 acres of public land and offers programs that benefit over 120,000 Vallejo residents of all ages each year.

GVRD consists of three primary divisions, Administration, Recreation, and Parks/Facility Maintenance and provides a wide range of services and offerings to the community and surrounding region. Youth and adult sports, afterschool care, break camps, community centers, a large-scale aquatics facility, and much more.

SECTION 2 – SCOPE OF PROJECT

1. Scope of Project

GVRD requests proposals from qualified firms to replace the current accounting software and to provide support and maintenance. To that end, GVRD 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.

GVRD is seeking a user-friendly system to maintain its financial transactions and facilitate financial reporting. The desired software would provide electronic solutions for accounting, budgeting, cash receipts, payroll, fixed assets, etc., with the ability to interface with other departments that collect fees for park and recreation transactions. In this Request for Proposal (RFP), GVRD is looking to replace the current system and expand it by adding a human resource information system (HRIS), time and attendance, CIP project accounting, purchase orders, asset management, budgeting, benefits administration, report writing, performance management, expense reporting, and detailed budget reporting.

Timeline

GVRD intends to complete the process using the following schedule.

Request for Proposal Release	November 27, 2023
Vendor Proposal Responses Due	January 12, 2024
Finalists Notified	January 19, 2024
Vendor Demonstrations Completed	February 9, 2024
Contract Awarded/Board Approval	March 14, 2024
Begin Conversion and Implementation	TBD 2024
Live (anticipated)	TBD 2024

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 GVRD, its customers and employees. This section provides an overview of the current environment of those divisions. GVRD organizes its expenditures into twenty-three (23) departments. GVRD has 35 full-time, and up to 200 part-time, employees. GVRD currently has three employees in the Finance Department, including one Finance Director and two accounting assistants in the areas of accounts payable, cash receipts, and payroll.

Greater Vallejo Recreation District Government Profile

GVRD contracts with CALPERs for retirement and health benefits and reports electronically to CALPERs. Additionally, GVRD uses Cougar Mountain for payroll services, which reports State and Federal taxes on its behalf.

Government Technology Environment

GVRD's main platform is Windows Operating System. The accounting software is Cougar Mountain, which GVRD installed over twenty years ago. GVRD uses a third-party web-based software called CIVIC REC for managing park and recreation reservations and registrations. GVRD also utilizes Bamboo HR and Asset Essentials (aka Facility Dude) work order system.

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

Existing Accounting Software Applications

GVRD currently uses the following modules in the Cougar Mountain accounting software: General Ledger, Bank Reconciliation, Cash Receipts, Accounts Receivable, Payroll, Accounts Payable, Budget and Reporting.

Desired Environment

The following is a general overview of GVRD's needs in both application and functionality. Please contact, Noel Parkhurst, Finance Director, for any clarifications by email at nparkhurst@gvrd.org.

Greater Vallejo Recreation District Government Profile

In addition to the three employees that regularly utilize the Cougar Mountain software, GVRD wishes to provide access to other employees (approximately 5 additional employees), none of which will have any accounting background. These employees will be using the budget and reporting modules, and purchase order module. A dashboard for those employees would be a great benefit with limited abilities.

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, GVRD would benefit from ledgers and sub-ledgers having drill down capability, so a user could drill down on detail from the summary report, and 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. Accounts payable and general ledger should have PDF attachment capabilities so that invoices and journal entries can be viewed online. Ideally the new system will have proven success in other government & Special District agencies.

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 the budget is finalized. In addition, it shall have capabilities to easily create customized reports and ability to edit existing report templates.

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 various on-site locations; 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 workflow, 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 the 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/Benefits This module is new to GVRD. Proposal shall show how a module can enhance the Payroll, Human Resources, and Timekeeping processes.

GVRD currently uses Bamboo HR as an HRIS system and Cougar Mountain for all its payroll processing and reporting needs. However, some payroll journal entries are currently entered manually. Ideally, the finance system would allow for importing/upload of journal entries in excel format or as part of the payroll process journal entries. Journal entries are created by the payroll module. It is extremely important that all systems communicate seamlessly with each other. (Example, staff enroll in benefits and the deductions are auto populated in payroll.)

Asset/Inventory Management This module is new to GVRD. 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. It shall have full capital assets record keeping with depreciation calculations and roll forward function.

Document Management This module is new to GVRD. 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 shall be built in with reminders to purge any aging data.

CIP Project Management This module is new to GVRD. Proposal shall show project management capabilities, including project planning, cost estimation, scheduling, progress and financial tracking, and related reporting for multi-year capital projects. It should enable project managers to track project budgets, estimate costs, manage expenses, and monitor financial performance and create forecasting models to estimate project revenues, expenditures, timelines, and funding requirements for future years, all while providing a platform to create, populate, and update project summaries, detailed sheets for funded and unfunded capital projects in a five-year CIP.

SECTION 4 – BID EVALUATION PROCESS

Evaluation Procedures

The project's core implementation team, comprised of GVRD staff and a financial consultant, will be responsible for the bid evaluations. Staff may include GVRD'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 GVRD 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 GVRD's needs.
- Dedicated project manager for implementation.
- Time required to accomplish the requested services.
- Quality, clarity, and completeness of the proposal.
- Compliance with the RFP requirements
- Recent public-sector experience providing similar services.
- References
- Software demos
- Total cost of ownership
- Ongoing Customer support
- Training included with proposal
- Ease of use

The evaluation factors identified above reflect a wide range of considerations.

While cost is important, other factors are also significant. GVRD may select other than the lowest cost solution. The objective is to choose a vendor capable of providing a reliable and integrated solution within a reasonable budget. All proposals will be evaluated using the same criteria.

Criteria	Weight Given
1. Responsiveness of the written proposal to the purpose and scope of service.	10%
2. Software Quality and Features: Ability of the vendor to meet the Section 5 – Vendor and System Requirements.	40%
3. Vendor’s Experience and Technical Support: Experience in successful software conversion, implementation and maintenance, as well as dedicated resources and technical support during and after implementation.	30%
4. Cost: Amount of proposed cost of system, installation, conversion, training, licensing, and annual software maintenance.	20%

Notification: Based on the evaluation of the RFP’s GVRD will select a short list of three or four vendors and invite them to participate in Pre-Demo meetings and Software Demos. The selected vendors will be notified in writing or email.

Pre-Demo Meetings: Once the short list of vendors has been identified they will be invited to participate in a Pre-Demo Meeting with the Project Team. The purpose of this meeting will be to allow the vendor time to acquire additional information about the scope of the project and to review any questions about the Demo Script presented to the vendors. Customer references may be requested prior to the software demonstrations.

Scripted Demos. The functional and technical product Demos will be presented to the District by the top three to four Short Listed vendors according to a pre-defined script issued by the District. All vendors must follow this script during their Demo process. The evaluation criteria for the Demo process will include adherence to the script as well as the ability to successfully demonstrate the product’s ability to meet the functional and technical requirements. The District reserves the right to request additional information, interviews, follow-up demonstrations, or any other type of clarification of proposal information it deems necessary to evaluate the final vendors.

Post-Demo Technical Evaluation. In addition to scripted functional demonstrations, GVRD may request a more extensive technical Demo. This Demo will be scheduled on an as-needed basis for the Short-Listed applications.

Implementation Vendor Selection. Once GVRD has completed the selection of the software they will determine if a separate implementation vendor selection

project is necessary. GVRD reserves the right not to select the implementation partner that responds to the RFP or demonstrates the software on behalf of the vendor.

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

GVRD reserves the right to amend, withdraw, and/or cancel this RFP at any time. GVRD 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 to contract with any firm. Nothing in this RFP shall be construed to obligate GVRD 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 Noel Parkhurst, Finance Director by email at nparkhurst@gvrd.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 January 12, 2024:

Greater Vallejo Recreation District
Attn: Noel Parkhurst, Finance Director
395 Amador Street
Vallejo, CA 94590

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 GVRD. 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 GVRD's contact throughout the project.

C. Work Plan / Scope of Work

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

D. Project Schedule

Schedule needs to be 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.

E. Sub-consultant & Work by Others

Identify any and all sub-consultants 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 GVRD staff to perform, information the Consultant expects GVRD to provide, and an estimated amount of GVRD staff time required for each task of the scope of work.

F. 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 GVRD, 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 clearly illustrate 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

G. 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 GVRD to determine the cost of any services and if 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 GVRD 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 GVRD's sample agreement and insurance requirements in Section 6. Appendix 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. GVRD 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

GVRD 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 GVRD 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. GVRD 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.

GVRD 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 Greater Vallejo Recreation District Board of Directors.

Disclosure of Bid Information

After award, all written proposals are open to public inspection. GVRD assumes no responsibility for the confidentiality of information offered in the 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 GVRD 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.