



**FUND ACCOUNTING SOFTWARE
REQUEST FOR PROPOSAL (RFP)**

August 2021

Michigan Works! Region 7B, an American Job Center, is an Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request. Michigan Relay Center: 711 Voice and TDD.
Supported in part by stated and/or federal funds.

PURPOSE OF REQUEST FOR PROPOSAL

These instructions are for the Request for Proposals (RFP) for a cloud based Fund Accounting Software System including installation, training, and technical support.

This RFP does not commit this MWA to award a contract or pay any cost incurred in the preparation of a proposal. This MWA reserves the right to accept or reject any or all proposals or parts of proposals received as a result of this request. This MWA can cancel or modify this RFP, in part or in its entirety, if it is in the best interest to do so. The MWA reserves the option to waive any informalities or minor irregularities in proposals.

This MWA may require applicants to enter into an agreement based on their proposal without further discussion or may require the applicant to enter negotiations. This MWA reserves the right to request any additional data or discussion/presentation in support of the written proposal at any time prior to the execution of an agreement. Bidders may be required to submit cost, technical or other revisions of their proposal that may result from such negotiation.

The MWA encourages small, minority, and women's business to submit a proposal.

A number of the items and instructions given in this RFP are inter-related. Please review these instructions entirely before beginning your proposal.

INQUIRIES/CONTACT INFORMATION

All inquiries relating to the RFP must be addressed via E-Mail to reg7b@michworks4u.org using the subject heading "Accounting Software RFP."

PROCUREMENT SCHEDULE (Subject to Change)

Topic	Date
RFP Issued	August 18, 2021
Questions Due	August 27, 2021
Responses to questions posted no later than	September 7, 2021
RFP Due	September 15, 2021

SPECIFICATIONS

The system proposed must be a cloud-based system. The MWA data within the software must be maintained and backed up in the United States of America.

The MWA would like to begin the implementation by January 2022. The MWA is planning to implement the software in phases. Not all funding sources will be implemented at the same time. There will be five fiscal staff and ten managers using the system with different types of access and rights to the software.

Fund accounting software selected from the RFP process must meet the following requirements:

1. Contain these basic integrated funds accounting modules:
 - a. General ledger
 - b. Payroll
 - c. Accounts Payable

2. Include, either in separate modules or integrated with the basic modules, the following functions:
 - a. Budget management for fund accounting;
 - b. Expenditure allocation for fund accounting
 - c. Accounts Receivable
 - d. Purchase Order

3. The following fund accounting features are also required:
 - a. User-defined, table driven chart of accounts with at least five elements
 - b. Budget reporting by individual grants, with budget to actual comparisons
 - c. Tracking and reporting data for different time periods, often spanning multiple fiscal years
 - d. Tracking and reporting obligations by funding source
 - e. Generate combined Expenditure/Obligation reports
 - f. Ability to track all expenses by participant (not vendor) using a unique tracking number
 - g. Ability to limit user access to specific activities or tasks

SUBMITTAL OF PROPOSALS

All proposals are to be submitted in accordance with the terms, conditions, and procedures as stated herein. Parties interested in providing the software and services as outlined in this RFP must submit a proposal by 4:00 p.m. EST, **September 15, 2021** to reg7b@michworks4u.org using the subject heading "Accounting Software RFP." The Proposal will be considered valid for 90 days.

If duplicate proposals of the RFP are received from the bidder, only the last complete proposal submitted by the closing date and time indicated in this RFP may be reviewed and considered for funding. The MWA will not return any proposals to bidders for resubmission.

When appropriate, provide a full description of services performed, timelines, deliverables, goals, and costs.

Proposals must include the following information.

1. Provide a description of your organization, its general experience, and its experience working with organizations similar to this MWA. Identify the names, job titles, experience and qualifications of your staff who will be assigned to the project
2. Your organization's proposed fund accounting system explained in the exact format under the Specifications section of this RFP (i.e., 1-3 above);
3. Identify the vendor (software manufacturer) of the General ledger, Payroll, and Accounts Payable modules;
4. Describe the methods of posting (e.g., online, batch, specific transactions);
5. Describe where the MMA data would be stored and the proposed data backup process and strategy;
6. Types of warranties;
7. Typical frequency and cost of the software, installation, training, support, updates, upgrades, maintenance, and licensing. Identify initial costs and reoccurring costs for a five year period;
8. Computer hardware and software required to operate the software;
9. Type of instruction manual, help function, or guide describing how to accomplish processes;
10. Explain your technical support services and associated costs. Identify what is covered in support contracts, how issues are tracked, resolved and billed. Identify what services would be outside the scope of an agreement and require additional payment by the MWA.
11. Describe the implementation process
12. Describe the training process
13. Submit examples of the following reports:
 - a. General Ledger Detail Report
 - b. Standard Financial Statements
 - c. Accounts Payable Invoice Register
 - d. Accounts Payable Check Register

- e. Payroll Check Register
- f. Payroll Distribution Report

Complete and submit Attachments A - D

PROPOSAL CONTENT

The proposal must enable this MWA to understand how the software and services proposed meet the requirements of the RFP. From the information provided, the MWA will determine the extent to which the proposal is consistent with the requirements of this RFP.

The proposal may be referenced in the final agreement except for those segments that were changed due to final negotiations. The contents of the final agreement will take precedence over the proposal and/or the RFP document.

If a proposal is submitted by a consortium of companies or agencies, each company or agency must sign Attachments A-D.

The proposal warrants that the charges quoted are not in excess of those which would be charged any other individual for the same services performed by the bidder. Any and all cost in excess of actual cost of services must be identified.

The bidder guarantees that, in connection with the proposal, the prices and/or costs data have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies.

Proposals that do not contain completed information as required will be downgraded in the evaluation process and/or may be considered non-responsive. All proposals submitted become the property of this MWA and subject to the Freedom of Information Act.

PROPOSAL EVALUATION

The administrative staff will review proposals. Proposals will be evaluated in two stages. The first stage will consist of evaluating the proposals based on the information submitted via E-mail. The second stage will involve bidders providing a demonstration of the proposed software. Bidders must receive at least 75 points in stage one for consideration of stage two. The MWA reserves the right to not request a demonstration of all bidders scoring at least 75 points in stage one.

Stage One Evaluation Criteria

Evaluation Criteria	Points
Cost	50
Prior Experience and Qualifications of those assigned to project	20
Description of services performed and product proposed including, timelines, deliverables, goals, training, and technical support.	30
TOTAL	100

Stage Two Evaluation Criteria

Evaluation Criteria	Points
Ease and process for set up of accounts in general ledger, accounts payable, accounts receivable and payroll.	10
Availability for accounts payable “job number” to track specific participant costs totals.	10
Ease and process for entry of data/transactions into general ledger, accounts payable, accounts receivable and payroll.	10
Availability and process to generate reports and tailor reports for general ledger, accounts payable, accounts receivable and payroll.	10
Ease of use for non-financial users to see applicable financial information.	10
TOTAL	50

**ATTACHMENT A
CERTIFICATION REGARDING
DEBARMENT AND SUSPENSION**

This certification is required by the regulations implementing Executive Order 12549 and 12689, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211)

1. The prospective recipient (i.e., The Contractor) of Federal assistance funds certifies, by signing this contract and attachment, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient (i.e., The Contractor) of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.

Name and Title of Authorized Representative

Signature

Date

ATTACHMENT B
CERTIFICATE OF INDEPENDENT PRICE/COST DETERMINATION

NOTE: This certificate must be signed and returned in the proposal package.

- A. By submission of this proposal, each offeror certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this procurement action:
1. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting completion, as to any matter relating to such prices with any other offeror or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this proposal have not knowingly been disclosed by the offeror prior to award, directly or indirectly to any other offeror or to any competitor; and
 3. No attempt has been made or will be made by the offeror to include any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- B. Each person signing this proposal certifies that:
1. She or he is the person in the offeror's organization responsible for the decision as to the prices being offered herein and that she or he has not participate, and will not participate, in any action contrary to A.1 through A.3 above; or
 2. She or he is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein but she or he has been authorized for such decision in certifying that such persons have not participated, and shall not participate, in any action contrary to A.1 through A.3 above, and as their agent does not hereby so certify; and she or he has not participated, and shall not participate, in any action contrary to A.1 through A.3 above.
- C. This certification is not applicable to a foreign offeror submitted proposal for a contract, which requires performance or delivery outside the United States, its possession, or Puerto Rico.
- D. A proposal shall not be considered for award where A.1, A.3 or B. above has been deleted or modified. Where A.2 above has been deleted or modified, the proposal shall not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or his or her designee, determines that such disclosure was not made for the purpose of restricting completion.

Authorized Signatory Official

Date

Typed Name of Authorized Official

**ATTACHMENT C
CONFLICT OF INTEREST STATEMENT**

Please indicate which of the following applies:

No employee of Michigan Works! Agency or member of the Workforce Development Board, or Board of Directors has any direct interest, financial or otherwise, in this organization.

Correct Incorrect

No officer or any government, government agency has any direct interest, financial or otherwise, in this organization.

Correct Incorrect

If incorrect was marked, you must list the person or persons which have an interest, financial or otherwise with the organization. Their relationship with the organization also must be listed.

Name

Relationship

Organization's Name

By my signature I certify to the above statements

Signature

Date

ATTACHMENT D

ACCEPTANCE OF CONDITIONS OF RFP

Name of agency submitting proposal

Does hereby accept all the term and conditions of the Request for Proposal and the Subsequent Format enclosed therein. The Proposer also certifies that the information in the Response Package is correct to the best of his/her knowledge and belief, that the fling of the Response Package has been fully authorized, and that proof of this authorization is attached. All communications relative to the Proposal shall be transmitted to the name in this certification unless written assignment is made by the person named below.

The following signatory is authorized to sign as agent for the above-mentioned agency.

Signature

Typed Name and Title

Date