



REQUEST FOR PROPOSAL

LAS GALLINAS VALLEY SANITARY DISTRICT

FINANCIAL MANAGEMENT SYSTEM

Overview

The Las Gallinas Valley Sanitary District (LGVSD) is partnering with Regional Government Services (RGS) for the acquisition and implementation of a new Enterprise Resource Planning (ERP) Financial Management System.

LGVSD is located in the Las Gallinas Valley between central San Rafael and Novato. The District provides sewage collection, treatment, disposal, and wastewater recycling services, as well as manages the refuse hauling and recycling services franchises. It is an independent district, formed in 1954 as a special district of the State of California. It serves 32,000 customers in the northern San Rafael area and manages approximately 105 miles of collection lines. LGVSD has 24 employees and an annual operating budget of \$11.3 million and a capital improvement budget of \$25M. Fiscal year is July 1 to June 30.

RGS is a public agency serving the consulting, administrative and project management needs of local governments. Additional information regarding RGS is available at www.rgs.ca.gov.

The LGVSD has been using QuickBooks for its accounting. LGVSD regular business hours are 6:30 AM to 3:00 PM Monday thru Friday. The District wants to implement a comprehensive and reliable Financial Management System no later than December 31st, 2021.

Functionality

LGVSD is interested in obtaining a cloud-based integrated Enterprise Resource Planning (ERP) Financial Management System that includes the following modules:

- General Ledger utilizing Fund Accounting
- Purchasing/Encumbrance Accounting
- Project Accounting / Project Financial Management
- Accounts Payable
- Accounts Receivable/Cash Receipting
- Import of payroll data from ADP, with functionality to import potential future payroll systems
- Capital Asset Management (Fixed Assets)
- Bank Reconciliation
- Budgeting
- Report Writing with ability to export to Excel

Optional but highly desired modules:

- Integrated Payroll Interface (ADP) and/or standalone payroll module within ERP
- Import/export integration with CityWorks asset management system
- Document Management (ability to attach invoices)

Ideally, modules provided shall be Commercial Off the Shelf (COTS) and require little or no customization. Software should be fully integrated with workflow built in so data has to be entered only once. Data should be easily exportable to Excel.

The District has identified the following goals and project successes for the implementation:

- Replace existing financial management software
- Utilize the system for project tracking and accounting
- Moderately enhanced chart of accounts to allow improved financial reporting and management (generally, the account structure is viewed as workable and appropriate; small changes regarding capital project coding may be needed)
- Shared record fields to allow functional management of assets with District's CityWorks Computerized Maintenance Management System (CMMS); i.e. asset name, model, serial number, etc.
- Improved customer (internal, external) service with self-service capabilities (vendor, employee, etc.)
- Improved budget processes that are directly integrated to financials and HR/payroll.
- Integrated procure to pay processes with automated purchase order and contract encumbrances, including workflow and contract management functionality, if available.
- Systematic identification and tracking of District capital assets.

Implementation

Implementation is critical and *must be complete no later than December 31, 2021*. Concurrently, system testing, ensuring a stable and reliable system, must be completed by October 1, 2021.

Contract Term

The original contract term should be five (5) years, with an option to renew for an additional five (5) year period, unless otherwise negotiated differently. Initially, (3-5) user licenses will be required.

Proposal Preparation

Neither LGVSD, nor RGS, shall pay for the preparation and submittal of a proposal. Furthermore, the right is reserved to negotiate favorable terms, award a contract, or reject any proposal received.

Proposal Submittal

Please provide the following information with your proposal:

1. **Total Cost** – Detail the Total Cost of the project, itemizing expenses as fully as possible. Total Cost should include all software, hardware, transition, formatting, installation, configuration, training, maintenance, travel, indirect costs, and support for the initial contract term (five years).

LGVSD is a special district of the state of California; and, therefore qualifies for GSA, "Most Favored Nations," and other government discounts. Indicate what government discounts, price breaks, or favorable payment terms are offered.

On-going support and hosting services should be included in the total cost of the project.

2. **Modules** – Specify exact modules offered and associated functionality.

3. **Project Team** – Identify the Project Team assigned to this installation and their associated qualifications.
4. **Timeline** – Provide a proposed schedule for completing the work. Include a timeline that identifies and shows the duration of each major component of the work and the time to develop, install, and fully implement the project, including time for training.
5. **General Architectural Characteristics** – Identify minimum system requirements, remote server specifications, and any cloud-based components. Is the system scalable to meet future organization needs?
6. **Maintenance/Support** – Describe ongoing application software maintenance and technical support provided by your firm. Indicate whether you provide telephone service to a staffed help desk, and whether you provide direct telephone access to your company’s technical experts. Is there website support provided? If so, indicate website address.

Indicate how frequently you issue upgrades and new releases (versions) of your software, and specify whether such upgrades or new releases are included either as part of the initial purchase price, or would be an additional cost.

Maintenance/support service should be available Monday–Friday, 8:00am–5:00pm (PST). Include business hours when maintenance/support service is available.

7. **Source Code** – LGVSD desires to either (a) acquire the system’s software source code and documentation as part of the system purchase, or (b) have an escrow arrangement set-up whereby LGVSD will be provided with such source code and documentation if the system supplier should go out of business or, for any reason stop providing support. Please state which option would be included with our proposal.
8. **Security** – Explain security features and processes that minimize or eliminate weakness/breach points.
9. **Training** – Describe training methodology including breakdown of in-house vs. remote training, dedicated trainer or team, availability of trainer for follow-up questions, and training hours included in proposal.
10. **Insurance** – System supplier shall provide proof of liability and property damage insurance, at supplier’s expense, prior to performance of duties. Coverage shall be from a company authorized to transact business in the State of California and shall be in an amount not less than \$1,000,000 combined single limit (CSL), unless otherwise specified. Las Gallinas Valley Sanitary District shall be named as an additional insured and thirty (30) days’ notice of cancellation shall be indicated. Worker’s Compensation coverage for each employee engaged in work on district premises is required.

11. **Customer References** – Provide five client references using the recommended software, preferably the proposed version, over the last five years. Projects in progress may be used. Include:

- Name of company
- Contact person's name
- Contact person's title
- Contact person's telephone number
- Contact person's email address
- Description of software/hardware provided
- Identify any implementation issues and explain how they were resolved

In addition, please provide a list of current California clients.

Exceptions

Any exceptions to this proposal should be specific and listed separately in your submittal.

Additional Incentives

Because LGVSD will be waiving bid requirements and awarding this agreement as a negotiated contract, is your company willing to provide any additional incentives? If so, what are they?

Contacts

For general information regarding this Request for Proposal, please contact:

Regional Government Services, Roberto Moreno, (831) 262-7275, rmoreno@rgs.ca.gov

For information regarding the District, please contact:

LGVSD, Dale McDonald, Administrative Services Manager, (415) 526-1519, dmcdonald@lgvsd.org

Proposal Deadline

Please submit your proposal via email to: rmoreno@rgs.ca.gov no later than **Friday, May 28, 2021, 5:00pm (PST)**.

Qualified proposals will be invited to present a demonstration of their Financial Management System in early June. Contract award anticipated on either July 1, 2021 or July 15, 2021.