



ENUMCLAW FIRE DEPARTMENT

Request for Proposal

HUMAN RESOURCES & FINANCIAL MANAGEMENT SOFTWARE

Financials, Payroll, Human Resources, Cash Receipting, and Reporting
System

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Section 1 – Project Overview

The Enumclaw Fire Department is requesting proposals for a replacement Financial Management Software System. Currently the Enumclaw Fire Department is using Fire Admin Software (Stewart Ganser) for general ledger, payroll, accounts payable and cash receipting. The desired Financial Management Software System would be a turn-key system to provide electronic solutions for accounting, budgeting, cash receipting, payroll, etc., with the ability to import or export data directly to State/Federal reporting systems and interface with Kronos Workforce TeleStaff software. Enumclaw Fire may also be interested in additional modules for human resources, fixed assets, project accounting, miscellaneous billing, purchase orders, expense reporting, detailed budget reporting, work order and supplies tracking.

The Enumclaw Fire Department provides fire and medical emergency services to approximately 20,000 residents within a 56-square mile area. The department responds to approximately 2,300 calls for service each year.

The Enumclaw Fire Department operates three fire stations. Our headquarters station is located at 1330 Wells Street, Enumclaw, WA 98022. Our team is comprised of both career and volunteer personnel. This includes the Fire Chief, the Training Officer, two administrative employees, 15 full-time firefighters, and approximately 30 volunteer firefighters. Our career firefighters work a 48/96 schedule and staff our headquarters station 24-hours a day. Each shift is comprised of 4 firefighters and 1 captain.

GENERAL PROPOSAL REQUIREMENTS

- Vendors will be required to submit their proposals on the forms provided by the request for proposal (RFP) and pricing amounts will be detailed by module.
- Pricing should include broken out detail on all costs related to software, required hardware, conversion of existing data, installation, training, final implementation and annual support costs.
- Vendors who choose to submit a joint RFP by combining various software packages, must submit a single RFP detailing the responsible vendor for each module.
- Vendors selected by Enumclaw Fire shall provide a demonstration of programs proposed during the post RFP evaluation process.
- Vendors will be required to provide a database schema showing table contents and inter-relationships, as well as a database table and field listing and definitions.

The Enumclaw Fire Department will select the successful proposal based upon several evaluation factors: including features as outlined in the RFP; effective integration of modules; company stability; conversion, training and implementation plan; technical support; and price. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of the Enumclaw Fire Department as determined by the Enumclaw Fire Department. The Enumclaw Fire Department reserves the right to reject any or all proposals.

The Enumclaw Fire Department is looking for a Financial Management Software System and vendor that will provide:

- full integration between financial modules, open integration with other systems (with SQL back-end),
- complete BARS compliance as defined by the WA State Auditor's Office, State of Washington, under RCW 43.09.200,
- compatibility with MS Office tools,
- single entry of information (with use in multiple modules),
- Windows client, ease of use, ability to view increasing levels of account detail on screen, Web based access for human resources,
- real-time processing, real-time backup, transactional database user customization of fields, reports,
- import of payroll (timesheet), banking, general ledger and other types of transactions,
- easy export of all data for analysis,
- reliable and responsive support, company growth and stability, deployment of software to similar sized fire protection districts,
- client/server based (updates pushed to server, server pushes to clients)

Note: Responses to this RFP are due by July 31, 2018

Section 2– Project Scope and Current Systems

The RFP defines 7 (seven) required modules and 1 (one) required system integrations. The Enumclaw Fire Department under general selection criteria of product, service, reputation, and pricing will review required modules. The Enumclaw Fire Department reserves the right to procure “possible” items as separate decisions.

The needs of the City are broken down into the following system groups:

<u>General Financial Modules</u>	<u>Integrated Third-Party Modules</u>
1. General Ledger	9. Workforce TeleStaff Software
2. Budget Preparation	
3. Accounts Payable	<u>Possible Modules</u>
4. Accounts Receivable	12. Purchase Orders
5. Cash Receipting	13. Project Accounting
6. Payroll	14. Contract Management
7. Human Resources	15. Fixed Asset Tracking

Enumclaw Fire’s Current Financial Management System

The Enumclaw Fire Department operates the budgetary accounting software of Fire Admin Software (Stewart Ganser) including modules for general ledger, budgeting, cash receipting, purchase orders, timesheets, payroll and annual reporting. The Enumclaw Fire Department operates on the cash basis system of accounting.

Current Software Products and Need for Data Conversion

Description	Current Software	Data Conversion Needs
General Ledger	Fire Admin Programs BARS Module	G/L Chart of Accounts, historical financials, year-to-date transactional data
Budget Preparation	Fire Admin Programs / MS Office apps	None
Accounts Payable	Fire Admin Programs BARS Module	Vendor master file
Accounts Receivable	MS Office apps	None
Cash Receipting	Fire Admin Programs Receipt Book Module	Historical Receipt Data
Payroll	Fire Admin Programs Fire Payroll Module	Employee master file, payroll and position history
Human Resources	Fire Admin Programs & MS Office Apps	Employee master file
eTimecards	Fire Admin Programs My Requests Module	None

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Description	Current Software	Data Conversion Needs
Possible Modules		
Contract Management	MS Office apps	None
Project Accounting	MS Office apps	None
Purchase Orders	MS Office apps	None
Fixed Assets Management	MS Office apps	Current Fixed Asset List

Desired Module Data Distribution and Interface

(For required and possible modules)

	General Ledger*	Accounts Payable*	Budget	Cash Receipting*	Payroll*	Fixed Assets	Accounts Receivable
Project Accounting	X	X			X	X	
Human Resources	X		X		X		
Contract Management	X	X	X				
Fixed Assets	X	X					
Purchase Orders	X	X	X			X	
Payroll*	X	X	X				
Receipting*	X						X
Budget Preparation	X						

*Vendor/Customer lists should be pulled from the same set of data

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Enumclaw Fire Department's Current Annual Activity Level

The growth in the number of employees and system users will be minimal.

ITEM:	ACTIVITY LEVEL
Estimated number of General Ledger accounts	250
Estimated annual number of Cash Receipt transactions	300
Estimated number of Payables/Checks Issued	500
Active employees	20
Est number of P/R checks issued	50
Estimated Users:	
Financial Modules	3
Chief & Captains (View Only)	5

System and Network Requirements

The system should be capable of running either on Windows Server 2012 R2 on a virtual server and connect to a shared MS SQL 2012 database server.

Client software must be able to run on WIN7 x64 and WIN10 x64 clients. The system must support a hierarchal security structure with internal security access controls to various modules. The system should be fully integrated with Microsoft Active Directory.

Preference will be given to systems that are able to run as a whole system in a shared virtual environment using MS SQL and web browser technologies for reporting.

Please explain additional hardware needs/differences if any with as much detail as possible, as part of the vendor response.

System should allow backup software to back up the database while in use.

Standard Windows network printers must be supported without requiring specialized drivers. Electronic Forms should be supported on copiers and printers using PCL language.

Section 3– Project Timeline

The objective of this RFP is to solicit proposals from vendors that can provide an integrated, fully developed, and previously implemented Financials, Payroll and Human Resources, and possibly Fixed Assets system.

Tentative Acquisition Timeline

Enumclaw Fire intends to complete the selection process using the following schedule. However, Enumclaw Fire reserves the right to adjust or reschedule milestones as necessary.

Release Request for Proposal	June 18, 2018
Vendor Questions Due	June 30, 2018

Note: Responses to this RFP are due by July 31, 2018

Answers to RFP Questions E-mailed and posted on website.	July 10, 2018
Vendor Proposal Responses Due	Submittals are to be received by Tuesday, July 31, 2018 at 4pm at Enumclaw Fire Department Station 41 (1330 Wells St, Enumclaw)
Finalists Notified/Vendor Short List Released	August 10, 2018
Vendor Demonstrations Complete	August 17, 2018
Vendor Reference Checks Complete	August 24, 2018
User Site Visits Complete	August 31, 2018
Final Selection	September 14, 2018
Contract Awarded / Commission Approval	September 19, 2018
Implementation, test setup / Training Begins	October 1, 2018
Production go live	January 1, 2019

Section 4 – Vendor Instructions

Proposal Responses. Enumclaw Fire Department must receive responses to this RFP no later than the date specified in Section 3. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP. Vendors must submit one 1 original with signatures, 2 copies, and 1 electronic version of the Requirements section in MS Word format to the following address:

Ashley Van Dam
1330 Wells St
Enumclaw, WA 98022
Phone: 360-825-5544
Email: AVanDam@enumclawfire.org

Proposal Response Format. The RFP response should adhere to the following format:

Section	Title	Contents
Section 1	Executive Summary	Overview description of proposed solutions, vendor experience, and contact information (limit one page).
Section 2	Requirements	Completed Requirements documents (Section 5) in MS Word format. The vendors should provide a ranking of 1, 2, 3, 4 as described in Section 5. Vendors must also provide a short description of how each functional requirement can be supported with the software.

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Section 3	Pricing	Estimates that include pricing for software, maintenance, and implementation services, which includes installation, configuration, training, and data conversion (list amount of data to be converted for each system). Use Detailed Bid Response from the RFP Appendix B.
Section 4	Implementation Methodology	A summary of implementation methodology that includes a detailed boilerplate implementation plan (limit 10 pages). Include a proposed plan for implementation of modules in a phased approach.
Section 5	Support Strategy	Description of strategy to support ongoing training and usability of the system after initial implementation as well as remote support services available.
Section 6	Other Information	A. General Information and Overview (Appendix A.) B. Client Reference List (Appendix C) C. Copy of vendor contract to be used for software license, services, and maintenance.

Section	Title	Contents
		D. Exceptions to RFP. E. Copy of standard escrow agreement. F. Other information that may provide value to the evaluation of your software.

Vendors that deviate from this format may be deemed unresponsive. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFP. Elaborate promotional materials should not be submitted at this time. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP and not on volume. Costs for developing proposals in response to the RFP are the obligation of the vendor and are not chargeable to the Enumclaw Fire Department. All proposals and accompanying documentation will become the property of the Enumclaw Fire Department and will not be returned.

Pre-Submittal Questions. There will be no pre-bidders conference. Questions regarding the RFP may be submitted to the Enumclaw Fire Department by June 30, 2018 (or via email) at AVanDam@enumclawfire.org.

The list of submitted questions with their respective answers will be posted to the Enumclaw Fire Departments website by July 10, 2018.

RFP Amendments. The Enumclaw Fire Department reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal. The Enumclaw Fire Department reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The Enumclaw Fire Department also reserves the right to cancel or reissue the RFP.

Rejection of Proposals. The Enumclaw Fire Department reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Enumclaw Fire Department.

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Proposal Validity Period. Submission of a proposal will signify the vendor’s agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the Enumclaw Fire Department and the successful vendor.

Disclaimer. The Enumclaw Fire Department reserves the right to share, with any consultant of its choosing, the RFP and any resultant proposals in order to secure expert opinion.

Non-Obligation. Receipt of proposals in response to this RFP does not obligate the Enumclaw Fire Department in any way. The right to accept or reject any proposal shall be exercised solely by the Enumclaw Fire Department. The Enumclaw Fire Department shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a vendor, and the Enumclaw Fire Department shall bear no financial or other responsibility in the event of such abandonment.

Public Disclosure. All materials provided to the Enumclaw Fire Department by Vendors are subject to State and the Enumclaw Fire Department public disclosure laws.

Section 5– Vendor and System Requirements

This section includes the vendor, technical, and functional requirements to be evaluated in this RFP. The Requirements section will become Section 2 of your RFP response. This is not a comprehensive list of all of the Enumclaw Fire Department’s requirements, but includes the key requirements that will be used to evaluate the RFPs and will be included as part of the signed contracts. Responses to each line item should be concise and straightforward.

The Enumclaw Fire Department expects vendors to respond in a factual manner, clearly identifying software that is fully released, in testing, or slated for future release for each functional requirement. Vendors must provide a rating for every item. If the requirement does not pertain to the proposal being submitted, enter “N/A”. If a submitted RFP includes blank responses the document may be considered in violation and rejected. Use the following rating system to complete the RFP and evaluate the requirements and include a brief description of how the software supports the stated requirement.

Rating	Definition
4	Standard and available in the current release. Software fully supports this requirement. No customization or modification is required.
3	Meets requirement with minor configuration or modification. Vendor configuration is required, vendor maintains the application on upgrade paths. Testing and production of modifications will be completed by implementation date. Show any costs for the modification.
2	Available with 3rd party software application. Indicate name of the application recommended and number of installs jointly completed.
1	Does not meet requirement and requires substantial system modification. Indicate timing required and estimated cost of modification.
0	Not available. Software will not meet requirement.

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F	Future Release. Requirement will be available in future release. Indicate anticipated release month and year.
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REQUIREMENTS OF ALL MODULES

Description	Rating	How is requirement accomplished?
General System Requirements		
1. Complete on-line help function.		
2. Integrated online help with errors and corrections		
3. Multiple-users can work in the same module simultaneously, as well as generate reports against the same data at the same time		
4. Drill down from reports, queries, or screens from summary to transactional detail		
5. Capable of receiving credit card payments and meets PCI (Payment Card Industry) requirements		
6. Interfacing efficiency with the Enumclaw Fire Department's existing server and workstation platforms		
7. Support services to all Enumclaw Fire personnel PST 8/5/365		
Data Structure		
8. Interface with similar data in other modules (see table on page 5)		
9. Import and export data for user controlled manipulation in ASCII and also in formats compatible with Microsoft Office.		
10. Preference for MS SQL; or ODBC compliant database; no proprietary databases		
11. Unlimited user defined fields that can be accessed through queries and reports		
12. Directly link to external documents such as spreadsheets, word processing documents, and PDFs.		
13. Encrypt database both in transit and at rest.		
14. Describe experience, if any, with conversion from Fire Admin Programs		
Accounting Principles		
15. Multiple year history to be maintained separately, by year (changes to current year G/L account structure do not impact historical amounts).		
16. Real time, no batch processing in every module		
17. Calculate interest and late fees for billing A/R		

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Description	Rating	How is requirement accomplished?
Auditing Capabilities		
18. View history of who has accessed, created, or modified each data entry item		
Access Controls		
19. Use network logon credentials and MS Active Directory to assign permissions		
20. Role based security where users can be assigned to multiple roles. Modify, view, or restrict access controls		
21. Report on unauthorized access to data classified as sensitive (i.e. containing Social Security, bank account, or driver license numbers)		
Query capabilities		
22. Conduct searches, post transactions, and generate reports at all levels of the account structure by fiscal year, month, calendar years, or any user defined date.		
23. Perform keyword, wild card, and multiple field queries.		
24. Save queries and make saved query available to other users		
Reports		
25. Report writer (propriety or licenses for a program such as Crystal Reports)		
26. Generate and save custom reports from queries or system-generated data		
27. Customizable templates for common reports		
28. Create mailing labels		
29. Report criteria selection via drop downs, queries, or pick lists		
30. View reports online		
31. Export reports to an ASCII file, spreadsheet, word processing application, or PDF.		
32. Directly e-mail a report		
33. Historical reporting for up to six years of prior financial data.		
34. Ability to generate/schedule reports to be distributed electronically (email).		
Printing		
35. Display report to the screen		
36. Printing to non-proprietary forms and labels		

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REQUIRED MODULES

1. General Ledger

The General Ledger is considered to be the core or foundation upon which all other modules are built.

Description	Rating	How is requirement accomplished?
Structure and Accounting Principles		
1. Account structures must comply with the Washington State Budgeting Accounting Reporting system (BARS). In the BARS structure a 7-18 digit code accommodates the various transactions. The chart of accounts should allow the user complete control over structure.		
2. The system should be consistent with General Accounting Standards Board (GASB) standards.		
3. Affords various views of the General Ledger (fund, department, project, account, etc.)		
4. Ability to move from a G/L account to specific transactions affecting the account (drill-down capabilities).		
5. Ability to conduct searches, post transactions, and generate reports at all levels of the account structure by fiscal year, month, calendar years, or any user defined date.		
6. Supports cash basis, accrual basis, year-end accrual basis, or any combination thereof.		
7. Supports unlimited number of funds.		
8. Allow at least 13 periods per year with open periods.		
9. Ability to lock the previous year after year end closure to avoid inadvertent changes.		
10. Ability to lock the previous month after month end closure to avoid inadvertent changes.		
11. View history of who has accessed, created, or modified each data entry item		
12. Automatic year-end closing without loss of detail.		

2. Budget Preparation/Integration

The Enumclaw Fire Department currently prepares an annual budget. The Enumclaw Fire Department desires a budget module that is integrated to core financial modules. The module should include: the ability to generate baseline budgets based on prior year budget less one-time expenditures and adjusted for inflation, ability to track changes, generate overhead calculations, what-if scenarios, and other forecasting methods.

As with most Washington government entities, the budget preparation is the focal point of financial planning and authorization for the delivery of services. The Enumclaw Fire Department prepares the budget at a detail (object) level, with presentation to the Board of Commissioners and public at different levels of detail.

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Description	Rating	How is requirement accomplished?
1. Ability to generate an annual and biennial budget.		
2. Ability to create global changes under a variety of methods such as percentages, fixed amounts, and by a user defined formula.		
3. Support multiple budget versions (i.e. original, amended, adopted, etc.)		
4. Ability to directly link to spreadsheet and/or word processing documents.		
5. Integration to Payroll and Human Resource modules to support salary and benefit budgeting.		
6. Online view of reports (list supported browsers)		

3. Accounts Payable

Primarily, the Enumclaw Fire Department uses a de-centralized purchasing system. Requests for goods and services are generated from various individuals. The Enumclaw Fire Department does not use purchase orders. Checks are issued for payment. Invoices are presented to the Board of Commissioners once a month for authorization of payment. When approved, checks are issued for payment.

Description	Rating	How is requirement accomplished?
1. Track aging items and other exceptions.		
2. Support one-time vendor override payments. Allow for simplified temporary vendors directly from transaction input process.		
3. Recurring payables processing.		
4. Vendor discount management.		
5. Access vendor history by vendor name, vendor number, invoice date, check date, and BARS Codes.		
6. Automatically transfer issued checks to an outstanding warrant register and allow users to process cleared checks, including the ability to generate outstanding warrant register.		
7. Block duplicate invoice processing, with ability to override		
8. Multiple invoices per warrant.		
9. Laser check printing.		
10. Supports 1099 reporting requirements. 1099 management to the invoice line item level; not just the vendor or the invoice.		
11. Integrates with other systems such as: General Ledger Fixed Assets Cash receipting (refunds)		
12. Check reconciliation system.		

Note: Responses to this RFP are due by July 31, 2018

Description	Rating	How is requirement accomplished?
13. Payment approval list generated for Board of Commissioners.		
14. Electronic payment to vendors (ACH, wire, debit)		
15. Positive pay file output		
16. Sales and use tax tracking and reporting		
17. Generates warrant batch reports allowing users to view reports on-line or by print		
18. Bank reconciliation for multiple accounts		
19. Capable of issuing checks/checks up to \$99,999,999.99		

4. Accounts Receivable

The Enumclaw Fire Department currently operates a de-centralized accounts receivable system. General accounts receivable billings are collected by the Finance Department. Upon receipt of payment, checks/money orders are entered into the cash receipting system and separate entry is then entered into the general ledger for the deposit.

Description	Rating	How is requirement accomplished?
1. Provide for decentralized input of accounts receivable data and either centralized or decentralized printing of receipts.		
2. Provide for an interface with Cash Receipting to allow cashiers to query and/or post invoices.		
3. Single centralized AR Master record for all receivables		
4. Full integration with: General Ledger, Cash Receipting and Accounts Payable modules.		
5. Distributes appropriate information to: General Ledger Permitting		
6. Integration with an electronic cash drawer system. The receipt system should be an integral part of the management system.		
7. Provides for acceptance of on-line payments.		
8. Allows for credit card payments.		
9. Provides daily activity print out showing BARS account codes and system users name.		
10. Provides for invoice generation by Finance and various departments		
11. Calculates late fees and penalties based on user defined rates		

5. Cash Receipting

The Enumclaw Fire Department currently has one cash receipting sites. Enumclaw Fire Department revenues are received as checks or money orders.

The proposed software should support:

Description	Rating	How is requirement accomplished?
1. Post transactions without predefined account codes.		
2. Provide single transaction or receive multiple payments for an invoice.		
3. Provide the ability to define payment mode.		
4. Provide a daily deposit cash/checks/ electronic composition and credit card.		
5. Provide options to accept cash, check or credit card for one transaction. Provide current list of supported credit card providers.		
6. Provide security and reporting for each defined cashier.		
7. Generate a customer receipt for each transaction batch listing of transactions and showing BARS codes used.		
8. Allow more than one user in cash receipts and general ledger at one time.		
9. Complete integration with: General ledger, Accounts Receivable, Accounts Payable modules.		
11. Ability to view reports online.		
12. Provides the ability to include hot keys, shorter account number coding for re-occurring revenue line items.		

6. Payroll

The Enumclaw Fire Department currently pays wages through a centralized payroll office. Payroll time keeping is decentralized with varied methods of overtime calculations, pay types, leave types, and benefit options.

Description	Rating	How is requirement accomplished?
1. Decentralized timekeeping and hour's entry on a user defined time sheet.		
2. Web or network based times sheets that compile information into main payroll module.		
3. Integrated electronic timekeeping system; or ability to integrate an electronic timekeeping system (i.e. TeleStaff).		
4. Direct deposit to multiple bank accounts.		
5. Generate an electronic ACH file for employees. Allow electronic submission of related payroll benefits and deductions.		

Note: Responses to this RFP are due by July 31, 2018

Description	Rating	How is requirement accomplished?
6. Calculate multiple rules-based leave accruals based on length of service, employee group, or other factors.		
7. Process pay by hourly, salary, and other user defined special pay types.		
8. Calculate overtime rates using built-in rates.		
9. Allocate costs through multiple account codes by either a fixed amount or percentage.		
10. Unlimited user defined payroll deduction fields.		
11. Full integration with: General Ledger, Project Accounting, Accounts Payable, Human Resources modules.		
12. Automatic labor distribution to General Ledger and Project Ledger.		
13. Support multiple payroll run dates (weekly, bi-weekly, monthly, quarterly, etc.)		
14. Support multiple versions of user defined salary and rate tables.		
15. Support mid-period hiring/termination payroll process. Automatic calculation of final payout amounts related to accruals and benefits.		
16. Reporting requirements for federal tax, Washington State Department of Retirement systems (PERS/LEOFF Plans), Deferred Compensation, and retirement plan.		
17. Track hours for State Labor & Industries reports.		
18. Automatic generation of W-2's and linkage of required fields with required IRS coding.		
19. Automatic calculation of retroactive pay related to delayed union contract settlements or delayed merit pay adjustments relative to employee anniversary dates.		
20. Tickler file to notify user of employee anniversary dates.		
21. Automatic generation of annual comp time and sick leave liability for the Department.		
22. Automatically increases accruals based on anniversary date.		
23. Automatic update for holidays and other user defined fields.		
24. Automatic up-date of comp time, sick leave and vacation hours monthly with reporting on employee pay slip and time sheet.		
25. Web-based employee portal for paycheck, benefit and other information.		

Note: Responses to this RFP are due by July 31, 2018

7. Human Resources

The Enumclaw Fire Department's Human Resources modules primary function is to provide information regarding benefit administration, applicant tracking, regulatory compliance, training, labor relations, etc.

Description	Rating	How is requirement accomplished?
1. Perform employee profiling and history.		
2. Maintain a "tickler" file for performance review, training, salary increases and mandatory certification requirements		
3. Maintain bargaining unit contract terms and integrate them into the payroll module.		
4. Maintain EEO statistics regarding applicant hiring activity and employees.		
5. Integrate Payroll module with Human Resources to provide payroll information with the ability to run payroll history 3-6 years.		
6. Expanded date fields.		
7. Employee self-service tools (web based): tax forms; direct deposit; check stub; leave balances; address change; dependent change; etc.		
8. Ability to "track"- Disabilities; FMLA; FLSA; Grievances; EFD issued assets; Health and Safety Benefit elections; Education and training.		
9. Emergency contact fields		
10. Family and dependent data		
11. Integrate with electronic application for open positions		
12. Ability to attach electronic files to employee file		
13. Easy "toggle" between Human Resources and Payroll		
14. Ability to have multiple "appointments" per employee.		

POSSIBLE MODULES

8. Fixed Assets

Description	Rating	How is requirement accomplished?
1. Numeric assignment for each asset.		
2. Integrated with Accounts Payable system to facilitate additions to the fixed assets inventory.		
3. Assign fixed assets to one or more funds, users, and/or locations.		
4. Define classes and categories of fixed assets.		
5. Acquisition method is tracked.		
6. Bar coding assets for physical inventory.		
7. System generated depreciation postings and post automatically to the general ledger.		

9. Contract Management

The Enumclaw Fire Department's Contract Management module's primary function is to provide information regarding outstanding contract amounts, contract expirations, etc.

Description	Rating	How is requirement accomplished?
1. Process and track contract balances.		
2. Calculate contract retainage.		
3. Maintain contract beginning and expiration dates, contract approval routing queues, insurance requirement information.		
4. Automatically update any grant or capital project that references a contract.		
5. Integrate Contract Management module with Accounts Payable, General Ledger and Project Accounting modules.		

10. Project Accounting

The Enumclaw Fire Department has the need to track and separate revenues and expenditures for a variety of projects including grant and construction project accounting. Projects may be construction, program grants or other related tasks.

Description	Rating	How is requirement accomplished?
1. Ability to maintain independent hierarchies to support reporting across funds, cost centers, object code, project, grant, or task.		
2. Integration with payroll supporting both direct and indirect cost allocation by employee.		
3. Integration with general ledger and accounts payable module.		
4. Integration with the GL at the transaction level such that accounts in both systems remain in balance at all times.		
5. Historical reporting for up to five years of prior financial data.		
6. Allows the user to define project numbers and integrate part of the account number structure.		

11. Purchase Orders

Description	Rating	How is requirement accomplished?
1. Ability to create custom purchase orders templates, custom fields/elements in a database.		
2. When a custom template is used, allow all data from template to be modified.		
3. Assign a unique number to each PO.		
4. Create COB PO letters, with ability to email PO's from the form.		
5. Attach digital signature files.		
6. Track and modify vendors contact info.		
7. Track purchases against BAR codes and show remaining budget balance.		
8. Track invoice numbers separate from order numbers.		
9. Track quantity purchased and quantity received on different order numbers.		
10. Ability to add scanned invoices to PO record.		
11. Ability to adjust sales tax rates.		

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Description	Rating	How is requirement accomplished?
12. Ability to quickly select vendors from a pulldown box.		
13. Ability to quickly search previous purchases based on the item, vendor, date searches and PO numbers		
14. Support multiple departments each with their own views and ranges of numbers.		
15. Ability to track purchased items as assets with a user defined asset Number.		
16. Ability to attach electronic documents to purchase orders.		
17. Electronic routing of purchase orders for approval.		

Note: Responses to this RFP are due by July 31, 2018

Section 6 - Evaluation of Proposals

The Enumclaw Fire Department's project team will evaluate the RFPs. The evaluators will consider how well the proposed solution meets the Department's requirements as described in the RFP. It is important that the responses be clear and complete to ensure that the evaluators can adequately understand all aspects of the proposal.

Evaluation Factors. Selection of finalists will be primarily evaluated according to the following criteria:

- Quality, clarity, and completeness of the proposal. Adherence to requirements for RFP preparation. Vendor viability and strength.
- Ability to meet Enumclaw Fire Department's functional and technical requirements.
- Software scalability, flexibility, and ease of use.
- Compatibility and integration with existing hardware and software.
- Vendor's experience on similar projects.
- Software demos.
- Total cost of ownership.

The evaluation factors identified above reflect a wide range of considerations. While cost is important, other factors are also significant. The Enumclaw Fire Department 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.	5%
2. Software Quality and Features: Ability of the vendor to meet the Section 5 – Vendor and System Requirements.	25%
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.	25%
4. Cost: Amount of proposed cost of system, installation, conversion, training, licensing, and annual software maintenance.	45%

Notification. Based on the evaluation of the RFP's the Enumclaw Fire Department 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 by the date indicated in Section 3.

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 Enumclaw Fire Department by the top three or four Short Listed vendors according to a pre-defined script issued by the Enumclaw Fire Department. 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 Enumclaw Fire Department 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.

Note: Responses to this RFP are due by July 31, 2018

Post-Demo Technical Evaluation. In addition to scripted functional demonstrations, the Enumclaw Fire Department 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 the Enumclaw Fire Department has completed the selection of the software they will determine if a separate implementation vendor selection project is necessary. The Enumclaw Fire Department reserves the right not to select the implementation partner that responds to the RFP or demonstrates the software on behalf of the vendor.

Site Visits. The Enumclaw Fire Department may choose to conduct site visit(s) to the software vendor's headquarters and/or vendor's clients as part of the evaluation process. The site visits may be used to determine the successful vendor, and will be conducted following scheduled software demonstrations of the Short Listed vendors. Evaluation of the vendor client sites will be based on the following:

- Assessment of the vendor's service during system implementation.
- Assessment of the quality of vendor's ongoing support.
- Overall user satisfaction with the system.

Contract Award and Execution. The Enumclaw Fire Department reserves the right to make an award without further discussion of the proposal submitted. The Enumclaw Fire Department shall not be bound or in any way obligated until both parties have executed a vendor contract. The Enumclaw Fire Department also reserves the right to delay contract award and/or not to make a contract award.

Turn-Key Project. The Enumclaw Fire Department is seeking a turn-key implementation of the software contemplated by this RFP. The vendor shall provide all labor, equipment, materials, supplies, transportation and services necessary for, or reasonably incidental to, the complete performance of any agreement resulting from this RFP. The vendor must include in its price all design, engineering, system and application database development (including in-depth user interviews for user feature configurations), integration, delivery, installation, testing, training and warranty costs associated with all elements of the proposed system.

Section 7– TERMS AND CONDITIONS

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

Business License and Taxation. The successful vendor and all subcontractors must hold valid business and professional licenses and registrations that may be required by the State of Washington and the Enumclaw Fire Department.

Insurance Requirements. The vendor awarded the contract will be subject to the Enumclaw Fire Department's requirements for insurance reflecting the minimum amounts and conditions as defined by the Enumclaw Fire Department.

Workers' Compensation. The vendor shall procure and maintain for the life of the Contract/Agreement Workers' Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Workers' Compensation and Employer's Liability Insurance.

Proposals – Public Information. The Enumclaw Fire Department will attempt to protect legitimate trade secrets of the Vendor. Any proprietary information contained in the Vendor's proposal must be clearly

designated and shall be labeled with the words "Proprietary Information". Marking the entire proposal or any one or more of the major sections as proprietary will neither be accepted nor honored.

The Vendor should be aware that the Enumclaw Fire Department is required by law to make certain records available for public inspection with certain exceptions. The Vendor, by submission of materials marked proprietary, acknowledges and agrees that the Enumclaw Fire Department will have no obligation or liability to the Vendor in the event that the Enumclaw Fire Department must disclose these materials.

Copyright and Confidentiality. Selected vendor shall maintain strict privacy of all Enumclaw Fire Department records, data and files (regardless of media), including any copyrighted material received from the Enumclaw Fire Department.

Prime Vendor. It is recognized that multiple Vendors may wish to combine their resources in responding to this Request for Proposal. A Proposal with such a combination is acceptable, provided that the complete Proposal contains all required information, and indicates which Vendor shall be responsible for each of the components that make up the complete system. In addition, one of the Vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and maintenance of the system, referred to as the prime vendor.

Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

Litigation/Jurisdiction/Venue. Should either party bring any legal or equitable action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney's fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the Superior Court of Washington.

Payment. The Enumclaw Fire Department will pay invoices submitted by the selected vendor as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by the Enumclaw Fire Department's Project Manager the payment will be processed and submitted to the vendor. Payment terms must adhere to the State of Washington codes and regulations.

Satisfaction of the Department Attorney. The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of the Enumclaw Fire Department's Attorney and the Enumclaw Fire Department's Project Manager.

Choice of Laws. The contract/agreement shall be subject to and interpreted pursuant to the laws of the State of Washington.

Source Code Escrow. This Request for Proposal will require that the selected vendor provide to the Enumclaw Fire Department the source code, in its entirety for all purchased software modules, either by direct possession or via an escrow account.

Warranties. All warranties must be clear, concise and in writing. Warranties shall be specific as to what is and is not covered along with the exact term (in calendar days) of each covered item. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded vendor. In addition, the awarded vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant to the Enumclaw Fire Department that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

Software Versions. The Enumclaw Fire Department will not accept Beta versions of the software. All applications are to have a referenceable install base and thorough testing.

Section 8– APPENDICES: VENDOR BID RESPONSE FORMS

APPENDIX A: GENERAL INFORMATION AND OVERVIEW

Company Name:	Address:
City:	State:
Zip:	Contact Name:
Telephone Number:	E-Mail Address:
Web Site Name and Address:	Total Number of Employees:
Annual Sales (each year for the past 5 years):	Number of Years in Business:
Product Name:	Version:
Relational Data Base Management System and Release:	Total Number and Population Range of all Installs:
Total Number and Population Range of Installs on Version to be Implemented:	Total Number and Population Range of Fire Department Users:
Total Number and Population Range of Fire Department Users in Washington State:	Total Number of Government Users:
Total Number of Government Users in Washington State:	

General Warranty Information:

APPENDIX B: VENDOR BID (PRICING SHEET)

	Software License	Installation Conversion and Training	Annual Maintenance/ Tech. Support
Modules	<i>Bid Price</i>	<i>Bid Price</i>	<i>Bid Price</i>
1. General Ledger			
2. Budget Preparation			
3. Accounts Payable			
4. Accounts Receivable			
5. Cash Receipting			
6. Payroll			
7. Human Resources			
8. Annual Reporting			
Bid Price for Required Modules	\$	\$	\$
Possible Supplemental Modules			
1. Fixed Assets			
2. Contract Management			
3. Project Accounting			
4. Purchase Orders			
Total Bid Price	\$	\$	\$

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Appendix C: User Reference list

Provide three user references that most closely reflect similar users to the Enumclaw Fire Department's scope of work within the past five years. Reference sites should be fully implemented and live on the current version of the software.

1. Name of User: Population:		Concurrent Users:
Contact Name/Title:	Telephone #:	
Modules Installed:		
Go Live Date:		
Other Comments:		

2. Name of User: Population:		Concurrent Users:
Contact Name/Title:	Telephone #:	
Modules Installed:		
Go Live Date:		
Other Comments:		

3. Name of User: Population:	Concurrent Users:
Contact Name/Title:	Telephone #:
Modules Installed:	
Go Live Date:	
Other Comments:	