

Request for Proposals for Financial Software

Community Profile

St. Alban's is located in Bay D'Espoir, an inland area on the scenic Coast of Bays Region. Our population consists of 1233 residents.

Within our Town we have the following departments:

- Public Works Department
- Fire Department
- Recreation Department

The Town's current financial system is Town Manager and we presently have 795 accounts on our system. Other systems the Town presently use is Town Suite Mapping, Microsoft Office and Microsoft Excel.

The Town is seeking a Financial Software solution that will provide functionality for the following:

- Accounts Receivable
- Cash Receipting
- Billing
- Property Tax
- Accounts payable
- Vendor maintenance
- Banking and Bank Reconciliations
- General Ledger
- Chart of Accounts
- Budgeting
- Payroll

The solution should also have the ability to connect to Microsoft Office applications, an existing GIS Viewer (TownSuite Mapping), asset management, and online applications in the future. Please identify additional software applications that are available that may be of interest to the Town in the future.

A total of 2 municipal employees will use the implemented software on a regular basis. An additional 1 municipal employee will use the implemented software occasionally. All staff will require training for the selected software solution.

The Town currently maintains a peer to peer computer network equipped with SQL Express 2014, Windows 7, and connects 3 workstations.

Proposal Clarifications

The supplier is responsible for obtaining any required clarifications of the RFP requirements by **4 p.m., February 10, 2016**. Verbal discussions, clarifications or interpretations are not binding on the Town of St. Alban's and relying on verbal communication is at the sole risk of the supplier. Only clarifications or interpretations issued in written form are to be relied upon in the preparation of proposals for this particular RFP. All enquiries should be directed to:

Town of St. Alban's
P.O. Box 10, St. Alban's, NL, A0H 2E0
709-538-3132
709-538-3683
st.albans@nf.aibn.com

Proposal Submission

Suppliers' proposal submissions should include 1 bound original and 2 bound copies of their proposal. The deadline for submissions is 4 p.m., February 10, 2016. All submissions should be addressed to the following.

Town of St. Alban's
P. O. Box 10
St. Alban's, NL, A0H 2E0

All external packaging of submissions should clearly identify the following information:

Town of St. Alban's
P.O. Box 10, St. Alban's, NL, A0H 2E0
709-538-3132

All external packaging should be clearly marked with **RFP for Financial Software**.

Late submissions will not be accepted and will be returned to Sender. Proposals received by facsimile or email will not be accepted.

The supplier is solely responsible for their own expenses in preparing, delivering and presenting a proposal, and for subsequent contract negotiations with the Town.

The submission of the proposal does not create a contract or agreement in any form between the supplier and the Town.

The Town is not bound to accept the lowest cost proposal, or any proposal that is submitted as part of this particular RFP.

Proposal Format and Content

Proposals being submitted by suppliers should include, at a minimum, the following information in the same order:

- Table of Contents
- Supplier Overview – identifying the name, postal address, telephone number email address and name of this RFP. A brief background of the supplier should also be included, including experience with similar projects as well as a minimum of three project references. A supplier contact should also be identified that will be the designated contact for any communication that will be necessary between the Town and the supplier.

- Software Summary – summary of software that is being proposal, including the mandatory items listed above. Include a summary of additional modules that are available.
- Implementation Plan – including implementation methodology, training, and timelines.
- Technical Requirements – technical and hardware requirements of the proposed solution.
- Technical Support and Solution Upgrades – include a description of ongoing technical support processes and software upgrades. Please identify if there are different types of service level agreements – but proposed costing should be included in the below Pricing Summary.
- Pricing Summary – a pricing summary of all proposed software modules, implementation services and annual support. Pricing summary should also include an estimate of travel costs associated with the proposed solution. Pricing should be submitted in Canadian dollars, exclusive of applicable taxes.
- Appendix – any additional supporting information that the supplier wishes to include in their proposal submission.

Methods of Evaluation

The Town will use a number of methods to evaluate the proposals it receives from interested suppliers in response to this Request for Proposals. These methods include:

- Overall quality of the submission
- Overall clarity of the submission
- Experience and qualifications of the supplier
- Inclusion of all required Proposal Content as identified in this RFP
- Meeting of the Town's required Financial Software functionality as defined earlier in this RFP.

The Town reserves the right to request clarification on any information presented in received proposals. The Town reserves the right to request either an onsite or remote demonstration of the proposed solution. Expenses associated with any onsite demonstration are the responsibility of the supplier.