REQUEST FOR PROPOSAL
2017-01: FINANCIAL ACCOUNTING SOFTWARE SYSTEM

COUNTY OF JASPER
CARTHAGE, MISSOURI

SUBMISSIONS SHALL BE ACCEPTED UNTIL

MAY 11, 2017; 9:00 A.M. CDT

AND RECEIVED AT:
JASPER COUNTY COMMISSION
302 SOUTH MAIN STREET♦ROOM 101♦CARTHAGE, MO 64836

Company Name	Direct Contact Name
Mailing Address	Title
City/State/Zip	Email
Office Phone Number	Direct Line or Extension

I hereby certify that I am submitting the following information as my company's proposal and understand that by virtue of executing and returning with this bid/proposal this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of this Request for Proposal and all attachments and the contents of any Addendum released hereto. (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

Authorized Signature	Authorized Name (Typed/Printed)
Title	Date

REQUEST FOR PROPOSAL

Sealed proposals will be accepted by the Jasper County Commission for consideration in provision of the following:

FINANCIAL ACCOUNTING SOFTWARE SYSTEM

2017-01

Submissions will be received at the office of the Jasper County Commission, 302 S. Main St., Room 101, Carthage, MO 64836 until 9:00 a.m. on Thursday, May 11, 2017. Proposals received will be publicly opened at 10:00 a.m., Thursday, May 11, 2017, in the office of the Jasper County Commission, and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available on the Jasper County Website at www.jaspercounty.org or by contacting Richard Webster at jascoauditor@ecarthage.com.

Equal Opportunity Employer

John Bartosh
Presiding Commissioner
Jasper County, Missouri

JASPER COUNTY COMMISSION

COMMISSION
417 358-0421

302 S. MAIN ST., ROOM 101
CARTHAGE, MO 64836

AUDITOR
417 358-0406

REQUEST FOR PROPOSAL

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1. OVERVIEW

1.1 NOTIFICATION. This document constitutes a request for competitive, sealed offers per the provisions of this Request for Proposal (RFP) in providing a turnkey financial accounting software system to the County of Jasper.

1.2 SCHEDULE OF EVENTS (TENTATIVE). The County will attempt to follow the following timetable, however, these dates are estimates and are subject to change.

Issuance of RFP	April 12, 2017
Deadline for Questions	April 28, 2017
Deadline for Submittal of Proposals	May 11, 2017; 9:00 a.m. CDT
Opening of Proposals by County Commission	May 11, 2017; 10:00 a.m. CDT
Evaluation of Proposals	May 12-June 8, 2017
DEMOS	June 12-July 7, 2017
Bid Award	July 13, 2017
Data Conversion, Software Installation, Financial and Payroll setup and County Personnel Training	July 17-December 15, 2017
Live with Budget	January 5, 2018
Live with Revenue Receipting/ Accounts Payable	January 5, 2018
Live with Payroll	January 15, 2018
Live with Asset Management	March 1, 2018

1.3 QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION. Respondents are expected to examine all documents, forms, specifications, standard provisions, and instructions; failure to do so will be at their own risk. Respondents are advised that all questions concerning meaning or intent of these specifications must be submitted **IN WRITING** and received by April 28, 2017. All inquiries shall be directed to the Jasper County Auditor at the following address:

Richard Webster
Email: jascoauditor@ecarthage.com

Contact with any other County employee regarding this solicitation without prior consent is expressly prohibited. Respondents directly contacting other County employees risk elimination

from further consideration.

1.4 ISSUANCE OF ADDENDA. Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all pertinent information related to this solicitation will be done via the issuance of addenda, which will be posted at www.jaspercounty.org. All issued addenda are incorporated by reference as if fully set out herein. **It is the responsibility of each respondent to verify that they have received, acknowledged, and included in their submission all addenda related to this solicitation; failure to do so may constitute grounds for bid rejection.** Respondents are cautioned that the only official position of Jasper County is that which is issued by Jasper County in these specifications and addendum (or amendment) thereto. No other means of communication, whether written or oral, shall be construed as a formal or official response or statement. Failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

1.5 RESPONSE INSTRUCTIONS. Responses must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of proposals. Responses shall be submitted in a **sealed envelope identified by bid number, bid title, and bid opening date/time**; shall be complete and signed by an official authorized to obligate the agency or company submitting the response; and shall include **one (1) complete original, five (5) exact duplicates and one electronic copy on a CD**. It is the responsibility of each respondent to deliver his/her submission to the office of the Jasper County Commission, 302 S. Main St., Room 101, Carthage, MO 64836 on or before the date so specified as the deadline for submittal of proposals in Section 1.0, paragraph 1.2 of this document.

1.6 PROPOSAL REVIEW. All documents submitted as part of the respondent's proposal will be deemed confidential during the evaluation process. Submissions will not be available for review by anyone other than the County's evaluation team or designated agents. There will be no disclosure of any respondent's information to a competing vendor prior to award of the contract. All applicable information will be subject to public disclosure in accordance with 610.021(12) RSMo at award of contract, cancellation of this RFP or within 180 days, whichever shall occur first.

2. TERMS AND CONDITIONS OF BIDDING

2.1 INCURRING COSTS. Jasper County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.

2.2 RESERVATIONS. The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new, continue with current programmer or purchase off of cooperative

purchasing contract(s); and to accept or request clarification or further negotiate the terms, conditions and/or methodology of any response if, in Jasper County's sole judgment, the best interests of the County will be so served.

2.3 WITHDRAWAL. Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Jasper County Commission.

2.4 VALIDITY. Respondents agree that responses will remain valid for consideration by Jasper County for a minimum period of 180 calendar days after the date specified for bid opening.

2.5 RESPONSE MATERIAL OWNERSHIP. All material submitted in response to this solicitation becomes the property of Jasper County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.

2.6 EXCEPTIONS. The wording of this solicitation may not be changed or altered in any manner. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent; any such exception shall be clearly identified and described in full detail in the respondent's submission. Any exception will be evaluated and accepted or rejected by Jasper County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.

2.7 RESTRICTIVE LANGUAGE. It shall be the responsibility of respondents to ask questions, request changes or clarifications, or otherwise advise Jasper County if any language, specifications or requirements of the solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to the County Auditor and received by April 18, 2017.

2.8 CONFLICT OF INTEREST. In submitting a response, the respondent hereby covenants that at the time of submission, the respondent has no other contractual relationships which would create any actual or perceived conflict of interest. The respondent further agrees that during the term of the contract, neither the respondent nor any of its employees shall acquire any other contractual relationship which creates such conflict.

2.9 QUALIFICATIONS OF RESPONDENTS. Jasper County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.

2.10 BASIS OF AWARD. If Jasper County accepts a proposal in response to the RFP, it is anticipated that award will be made to a single vendor and shall be based on any or all of the following: conformity to the specifications, cost, quality, respondent's ability to provide service, training and maintenance, past performance in similar contracts and the respondent's cooperation in providing accurate information regarding their products and proposed solution. However, the County reserves the right to award the contract in any manner deemed in the best interest of its citizens.

2.11 INTERPRETATION OF DOCUMENTS. Should any differences arise as to the meaning or intent of these specifications, Jasper County's interpretation shall be final and conclusive.

2.12 PRICES. Prices must be stated in units of quantity specified and must be firm. Bids qualified by escalator clauses may not be considered.

2.13 TAX EXEMPTION. Jasper County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the awarded party upon request.

2.14 DELIVERY. The delivery date(s) or when work will start and be completed shall be stated in definite terms as they may be taken into consideration when making award. Jasper County reserves the right to cancel all or any part of an order if delivery is not made or work not started as guaranteed.

2.15 ACCEPTANCE. No equipment, supplies, materials, and/or services received by Jasper County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Jasper County reserves the right to reject anything that does not comply with reasonable expectations of the specifications outlined herein.

2.16 APPLICABLE LAW. In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules and ordinances of the United States, Missouri, or any other governmental authority or agency in providing the product(s) or services(s) specified herein. Any contract resulting from this solicitation is to be interpreted by the laws of Missouri. The parties agree that the proper forum for litigation arising out of the contract resulting from this solicitation is Jasper County, Missouri.

2.17 ASSIGNMENT. The awarded party shall not assign the Contract, subcontract, or sublet it as a whole without the prior written consent of Jasper County. Assignment, subcontracting, or subletting without such consent will in no way relieve the awarded party of any of its obligations under this Contract unless specified, in writing, by Jasper County.

2.18 PREFERENCE. In making bid awards, the County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of Jasper and/or the State of Missouri when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.

2.19 CHANGE ORDERS. The final contract between Jasper County and the awarded party will include, by reference, the awarded party's response and the specifications contained in this solicitation. The County may make changes within the general scope of these specifications and/or the contract resulting from this solicitation, yet all departures from the accepted plans and specifications will be considered unauthorized unless the awarded party has obtained a change order, signed by the Jasper County Commission, authorizing and directing such changes or departures. All unauthorized work, and the correction of such work, shall be at the awarded party's expense. No other individual is authorized to modify the contract in any manner.

2.20 FUNDS. Financial obligations of Jasper County payable after the first fiscal year the system is in place are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting Contract will become null and void without penalty to Jasper County.

2.21 CONTRACT TERMINATION.

2.21.1 TERMINATION FOR DEFAULT. If, through any cause, the awarded party shall fail to fulfill, in a timely and proper manner, its obligations under the contract resulting from this solicitation, or if the awarded party shall violate any of the covenants, agreements, or stipulations of said contract, Jasper County shall thereupon have the right to terminate this contract for cause by giving written notice to the awarded party of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination, all finished or unfinished documents, date, studies, surveys, drawings, maps, models, photography, and reports or other material prepared by the awarded party under this contract shall, at the option of Jasper County, become its property, and the awarded party shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The awarded party shall be obligated to return any payment advanced under the provisions of this contract.

Notwithstanding, the awarded party shall not be relieved of liability to Jasper County for any damages sustained by the County by virtue of any breach of the contract by the awarded party, and the County may withhold any payment to the awarded party for the purpose of mitigating its damages until such time as the exact amount of damaged due the County from the awarded party is determined.

If after such termination it is determined that for any reason the awarded party was not in default, or that the awarded party's action/inaction was excusable, such termination shall be treated as a termination for convenience, as described herein.

2.21.2 TERMINATION FOR CONVENIENCE. The performance of work under this contract resulting from this solicitation may be terminated by Jasper County in whole or in part at such time that the Jasper County Commission determines that such termination is in the best interest of Jasper County. Any such termination will be affected by delivery to the awarded party of a letter of termination and the date upon which such termination is effective.

After receipt of a termination letter the awarded party will:

- Stop work on the contract on the date and to the extent specified in the letter.
- Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under contract not terminated.
- Complete on schedule such part of the work as will not be terminated.

2.22 COOPERATIVE PROCUREMENT. Various State Agencies, City and County Offices, and/or any other government entity may or may not request an unknown quantity of goods or services under this solicitation during the effective period or resulting agreement period at the same prices, terms and conditions.

If the awarded party agrees to cooperative procurement, it is agreed and understood that each participating political subdivision will make its own separate contract with the awarded party; that each participating political subdivision shall only be liable to the awarded party for service, materials or supplies for which it has directly contracted without any liability for purchases contracted for by any other participating political subdivision; and each awarded party shall be required to bill each participating political subdivision separately and directly for the service, materials or supplies it has purchased.

In the event of any dispute between a political subdivision and an awarded party arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the awarded party.

3. SCOPE OF SERVICES

3.1 OVERVIEW. This document constitutes a request for competitive, sealed offers per the provisions of this Request for Proposal (RFP) in providing for the acquisition of software, services and technical support necessary for the implementation of a comprehensive, fully integrated, public sector-specific Financial Management and Payroll/HR Solution.

3.2 CURRENT ENVIRONMENT. Jasper County currently operates using a proprietary system utilizing the Linux operating system. The method of converting data to a new system is unknown at this time but most likely will be a corroborative effort involving the vendor chosen, county personnel and our current programmer using pipe delimited files and excel spreadsheets. Currently, Jasper County operates on a modified cash basis method of accounting utilizing 42 funds, 600 total accounts, 1000 active vendors and 3200 assets. The county employees 300 personnel. Jasper County currently has 9 users with access to the system. Implementation of new financial software will be done on new equipment purchased by Jasper County. Jasper County will consider both cloud hosting and on-site server options; therefore, respondents should include pricing details for both options.

3.3 GENERAL REQUIREMENTS.

The core software applications anticipated to meet the requirements of this RFP are:

Financial Management Suite—(utilized by offices of County Auditor and County Treasurer)

- Fund Accounting Application for multiple funds
- General Ledger
- Financial Statement Preparation
- Budget Preparation
- Accounts Payable
- Revenue/Cash Receipting
- Asset Management
- Project and Grant Accounting
- Content Manager/Document Control
- Government (GASB) Reporting
- Training, Support and Maintenance

Payroll/HR Management Suite

- Payroll Processing
- Payroll tax reporting to Federal and State Agencies with the ability to submit both payments and reports electronically
- Federal Tax Deposit Calculation
- Management of other Payroll Withholdings
- Position Control
- Personnel Management
- Position Budgeting
- E Employee
- E Timesheets
- Training, Support, and Maintenance

Optional Modules under County Consideration (include pricing separate from above systems)

- Miscellaneous Billing & Receivables
- Purchasing
- Requisition Processing
- Bid & Quote Tracking

Additionally, the County seeks the following technical foundation:

- Browser or server based client with multi-tasking capability
- Internet/Intranet/WAN Deployment
- Integration to leverage desktop productivity tools such as Microsoft Office Suite
- Widely accepted development environment

Specific software requirements outlining the ability of applications to perform certain tasks pertaining to the offices of County Auditor and County Treasurer or as follows:

Accounts Payable

1 The software must maintain an A/P open-item (unpaid invoice) file that contains detailed records of vendor invoices.

2 The software must allow for a user to place a hold payment on any specific open invoice or for all of a particular vendor.
3 The software must accommodate processing of debit/credit memos and manual checks.

4 The software must provide detailed audit trail reports to support payable items and liabilities reflected in the GL system.
5 The software must automatically post GL from A/P.
6 The software must support one-time vendors.
7 The software must support multiple levels of online invoice approval.

8 Ability to default information from the purchase order to the invoice entry screen to simplify data entry.
9 Ability to support pre-encumbrances.

10 Ability to manually or automatically relieve an encumbrance, either partially or completely, when an expenditure transaction is entered.

11 Ability to close out / reverse encumbrances and purchase orders by user defined parameters.
12 Ability to track anticipated cash requirements for disbursements.
13 Ability to utilize customizable workflow options for payment process
14 Ability to accommodate electronic payments (e.g., EFT, ACH, etc.).
15 Ability to accommodate positive pay.
16 Ability to support electronic and digital signatures.
17 Ability to store and retrieve text messages for each transaction.
18 Ability to support the use of procurement cards.
19 Ability to perform online checks against valid values for user and department prior to processing payment.
20 Ability to allow for decentralized payment approval with centralized check printing.

21 Ability to maintain multiple, user-defined multi-level approval routing tracks for invoice processing, which can vary by department and be dependent upon such things as dollar amount, commodity, and/or vendor.
22 Ability to process debit and credit memos by purchase order and/or line item.
23 Ability to provide audit trails with the following information.
Invoice number
Disbursements
Purchase order number
Check number
Date (s) (e.g., payment date, etc.)
Payee

Payee Address
Approver and User ID
Account number

Invoice Processing

24 The software must distribute invoice payments by item or total into multiple GL funds, accounts, organization or program.
25 The software must automatically liquidate encumbrances for invoiced, encumbered purchase orders.

26 The software must provide the ability to input invoice due date and hold invoice payment until the due date occurs.
27 The software must support recurring invoices.
28 The software must support the automatic spread of freight amount.
29 The software must support voiding an invoice.
30 The software must provide the ability to put vendor and all related invoices on hold.

31 Ability to default vendor's remittance address from the vendor record when processing invoices, with override ability to another remittance address established on the vendor record.
32 Ability to override default vendor discount terms.
33 Ability to have an unlimited number or detail and description lines per individual invoice transaction.

34 Ability to allow multiple invoices to be entered against the same purchase order reference, with validation of the total quantity and amount to be paid.
35 Ability to accommodate account distributions by line item.

Ability to change chart of account number distribution charges at the line item level on either
36 requisition or PO, with appropriate user security restrictions.
37 Ability for credit memos to be applied against an open invoice.

38 Ability to record the credit memo on the vendor record and automatically apply it with the next invoice to be paid.
39 Ability for changes or deletions to invoice information before generation of checks.
40 Ability to schedule invoices for payment.

41 Ability to process invoices for which no purchase order exits, with the appropriate security.

42 Ability to allocate an invoice amount to various accounts according to a percentage of the invoice by dollar amount.

43 Entry of vendor invoices on a daily basis, track the status of open payables, prepare pre-check registers by due date, automatically batch generate checks and ACH, and maintain vendor and expenditure history.
44 Positive pay add.

45 Automated and manual selection of item to be paid and use of user-defined and pre-printed check forms.

46 Ability to automatically calculate discounts when the check payment date is the same as, or prior to, the discount due date with override capabilities on discount due date.

Check Processing

47 The software must prepare and process remittance advisements (summarized by invoice) online and hard copy, including checks as required with one-line description for each invoice.
48 The software must control payments by due date, vendor and selected hold.
49 The software must post manual checks and include them in the GL distribution.

50 The software must consolidate vendor payments onto one check, detailing invoice numbers and dates or selectively produce individual checks.
51 The software must allow an invoice to be re-established when a check is voided.
52 Ability to generate accounts payable checks daily, weekly, monthly or on demand.

53 Ability to generate checks based on pay dates established when invoices are entered and the range of dates selected for payment.
54 Ability to create an invoice list and preliminary check register prior to check generation.
55 Ability to accommodate MICR encoding.
56 Ability to interface with popular MICR encoding software/hardware.
57 Ability to generate individual checks that include payments from multiple funds.
58 Ability to compare control totals of invoices entered (amount) to total check run (amount) and permit correction before check production.
59 Ability to automatically update the budget with changes/cancellations when a check is cancelled.
60 Ability to automatically update the vendor file with changes/cancellations when a check is cancelled.
61 Ability to automatically generate check numbers based on user-entered starting numbers.

Description

62 Ability to compute the number of checks written per check run.
63 Ability to produce manual checks.
64 Ability to produce, through secure printers, checks with MICR encoding and electronic signatures.
65 Ability to ensure security on check writing signatures.
66 Ability to support the use of multiple bank accounts within the same fund.

67 Ability to consolidate (or choose not to consolidate) multiple invoices for the same vendor on one check, and itemize the invoices on the check stub.
68 Ability to prevent the printing of blank, negative, or zero amount checks.
69 Ability to void checks by check number or group of check numbers.

70 Ability to post voided checks to system in exact same manner as original entry with reversing entry to GL having date of void, not original check date.
71 Ability to provide for restart procedures for the check printing routine.
72 Ability to place a "stop payment" on checks and generate the appropriate General Ledger transaction.

Check Reconciliation

73 The software must reconcile bank accounts (outstanding check reconciliation).

74 The software must allow checks to be reconciled manually or via magnetic media.

75 Ability to accommodate automatic reconciliation of bank information (i.e., by uploading data from tape or file).
76 Ability to upload check clearing file from financial institution.

77 Ability to produce a file containing all rejected check reconciliation transactions which could be available for online corrections (i.e., exception file).

79 Ability to retain cleared checks in a check reconciliation database for inquiry and/or reporting purpose.
80 Ability to identify all checks that are outstanding after a user-specified period of time.
81 Ability to hyperlink to excel.

1099 Requirements
82 The software must separate different types of 1099's within system, and print year-end 1099's.
83 The software must provide multiple types of 1099's.

84 Ability to correct 1099 information for generation of Federal 1099s at year-end (both manually and per IRS approved file).
85 Ability to correct 1099 information in the system, reprint the 1099 form(s), and produce a correction file for the IRS.
86 Ability for 1099 status for individual invoices to be changed after invoice has been posted.
87 Ability to generate 1099 paper forms as well as on magnetic and electronic media.

Inquiries
88 Ability to drill across from a purchase order to and from the invoice.
89 Ability to support inquiry by the following:

Vendor (including history of commodities, departments, display terms and discounts, etc. as defined by user)
Accounts payable status

Purchase Order Number, Invoice Number, Receiver Document Number, or any other associated document
Checks
Credit and Debit memos
Commodities
User ID for performance statistics
History

90 Ability to query for invoice information on any data element (e.g., invoice amount, invoice number, date, voucher number, etc.).
91 Ability to check on the status of a check (e.g., outstanding, voided, cancelled, stale-dated, etc.).
92 Ability to produce graphical representations in the form of chart, graph, etc. from accounts payable data.

Reporting

93 Ability of the system to accumulate year-to-date figures by calendar year, fiscal year, quarter or other user defined period for:

Purchases by vendor (i.e., by invoice, purchase order/contract number, purchase item, budget unit).
Purchases by service type and/or commodity code
Payments to vendor

94 Ability to age accounts payable.

95 Ability to match items by the following:
Invoice
Purchase order

96 Ability to retain prior year(s) data for comparative reporting.

97 Ability to produce a daily report showing all purchasing and AP activity in the system.

98 Ability to produce the following reports:
Vendor Master Listing (by any element in the file)
Vendor Multiple Address listing
Summary Payment Report by Vendor (for a user determined time period)
Check Generation
1099 MISC Reporting
Check register
Bank report
Cash requirements Report
Ledger Distribution Report
Transfer Distribution Listing of amounts to be transferred between funds
Expenditure Report
Procurement Card Reports

99 Ability to generate federal and state reporting requirements, such as W-9, Tax IDs, IRS Form 941, IRS Form 940, W-2, IRS Form 1099, backup withholding, Notice B.

100 Analysis and reporting of invoice exceeding the purchase order encumbrance amount.

101 Ability to identify all checks that are outstanding after a user-specified period of time.

Vendor Master File

102 The software must support unlimited vendor addresses.

103 Ability to automatically assign sequential numeric vendor numbers.

104 Ability to maintain multiple line items with one vendor and maintain separate history for each (for example, multiple departmental accounts under an electric company).

105 Ability to accommodate one time vendors and identify them as such.

106 Ability to flag vendor, or certain invoices for a vendor, as 1099 reportable.

107 Ability to accommodate user defined vendor categories (e.g., Disadvantaged Business Enterprises, Problem vendor, etc.).

108 Ability to track vendors with a W-9 (Request for Taxpayer Identification and Certification) form.

109 Ability to maintain multiple location addresses for each vendor. Please utilize the Comments column to notate the maximum number of addresses for each vendor.

110 Ability to provide a vendor comment file that may contain a user-defined amount of information, viewable by any user but updateable only by user with authorized security.
111 Ability to maintain and print out an audit trail for changes to the vendor master file.
112 Ability for users with authorized security to add or change vendor master file records.
113 Ability to hide inactive vendors after a user-specified period of time without activity, With appropriate workflow approval.

Jasper County Treasurer-Software Bid Specs

General Ledger

1 Financial applications meet generally accepted accounting principles (GAAP) for governments, as promulgated by GASB
2 Ability to require that all transactions are two-sided and balanced within an individual fund, even if multiple funds are involved.
3 Ability to require that all transactions are two-sided and balanced.
4 The software must support unlimited historical data.
5 The software must support organization-defined fiscal year, which can vary by fund.
6 The software must support cross-department and cross-fund functional account analysis detailing inter-fund transactions with specific due-to and due-from, and maintain detailed record of outstanding due-to and due-from.
7 The software must have the ability to store financial transactions in a temporary hold status until approved for posting to the general ledger by accounting personnel.

8 The software must support pre-closing and post-closing trial balances to allow the user to review account balances, including current period transactions, before posting and after posting.
9 The software must allow for multiple fiscal years to remain open simultaneously.
10 The software must accommodate a single or multiple bank account system.
11 Ability to accommodate the pooled cash.

12 Ability to provide for the maintenance of separate funds, each of which is a self-balancing set of accounts with all fund records being processed simultaneously by the common system.
13 Ability of the system to support workflow.

14 Ability to limit access to general ledger data by any element in the chart of accounts based upon security set-up.

15 Allow entry of next year's proposed budget figures, produce worksheets and proposed budget reports, update the new year budget with adopted budgets and enter budget adjustment to the current year.

16 Allow "next year" budget amounts to be entered as summary figures or as detail line items with full range of next year budget reports available.
17 Ability to accommodate any electronic documents, including images, as an attachment to transactions.
18 Ability to print information displayed on the screen.
19 Ability to provide descriptive error messages

20 Ability to optionally use coding reduction techniques or tools to significantly reduce the amount of data entry required on a transaction.

21 Allow salary/benefit projections to permit accurate forecasting of all employee cost, including step raises, vacancies and all benefits.

22 Ability for the creation and editing of these reductions codes to be optional to each department.

Chart of Accounts

23 The software must support flexible, organization-defined chart of accounts structure.

24 The software must support a multiple department organizational structure (within a fund and for all funds).

25 The system must support at least 5 user definable organizational levels within the chart of accounts structure with up to 6 alpha numeric characters at each level. If characters or levels are not used, no leading/ending blacks are required.

26 The system must support account and sub-account (or object and sub-object) codes of minimally 8 alphanumeric characters each. If characters are not used, no leading/ending blanks are required.

27 The software must provide for cross-organization consolidation reports.

28 Multiple codes may be attached to the General Ledger Account allowing the account to be exported and summarized based upon the "translation code" for reporting in other formats as may be required for reporting to other agencies such as the state, federal, FEMA, etc.

29 Ability to designate each general ledger account by a user-definable "account type" as follows
Asset account
Liability account
Fund equity account
Revenue account
Expense or expenditure account

30 Ability for segments of the Chart of Accounts to be grouped on a user-defined basis into multiple reporting hierarchies.

31 Ability to sustain leading zeros in account elements to be added automatically to save user keystrokes.

32 Ability to allow elements of the account to be defined as either required or optional.

33 Ability to share accounts across multiple years (i.e., project and grant accounts).

34 Ability to allow for filtering of the chart of accounts.

35 Ability to add account in an active or inactive status at any time throughout the year.

36 Ability to prevent deletion of an account with activity in any period.

37 Ability to sort, query, or view any element of the chart of accounts by its text description.

38 Ability to define a General Ledger Account as eligible for posting the transaction to Projects as"
Required
Recommended
Optional
Not Allowed

39 Ability to restrict which projects are eligible for transaction posting from specified general ledger accounts.

40 Ability to copy and/or mass create the general ledger accounts for any organizational level.

Inquiries and Reporting

41 The software must support various options.

42 Ability to support inquiry to account balances, available funds, and to detail posted transactions.

43 The software must provide comprehensive inquire option and drill down capabilities to the user to access summary information or detail information as needed.

44 Ability to drill down form summary account totals to the underlying detailed transactions.

45 The software must provide access to other modules from the General Ledger inquire and to view the source information for each transaction.

46 The software must allow for easy access to transaction inquire, such as retrieval by check number, dollar amount, description or other variables.

47 The software must calculate and present amount expended for each account as a percentage of annual budget, including open encumbrances and TYD expenditures.

48 The software must allow authorized users to select certain information form the general ledger to prepare special one-time or recurring financial analyses.

49 The software must provide comparative financial information, including comparison of current information with the same period last year, YTD last year, financial position at the end of last year, current operation budget, and with an annual finance plan (budget allocations.

50 The software must summarize and list on screen, or printed copy, in detail all inter-fund "due-to" and "due-from" transactions.

51 The software must accumulate and report financial information for particular fund by department (specific function or service) and by defined service levels.

52 The software must support "fuzzy" searches of G/L transaction descriptions. For example, find all records with an embedded "Phone".

53 The software must allow for vendor inquire by name, vendor number, social security number, Federal I.D., and State I.D.

54 The software must allow for vendor inquire by the following parameters, individually or in combination, utilizing "wild card" or "fuzzy" search:

- Name
- Number
- First Name
- Middle Name
- Suffix
- Category (a user defined table)
- Type (a user defined table)
- Contact Name
- Federal Tax ID
- State Tax ID
- Social Security Number

55 The system allows "wild card" or "fuzzy" search by name of item purchased with drill down to invoices, bids, purchase orders, requisititions and invoices for that item.

56 The system allows the user to select and save report profiles for repetitive use. The report profiles may be saved for the specific user or shared by all users.

57 The software must support default report selections, which are saved by user, so that can view how a job was processed during a previous selection.

58 Ability to accommodate real-time inquire capability for the following items:
- Beginning Budget Balance
- Year-to-date Budget Activity
- Current Budget Balance
- Unspent/Remaining Budget Balance
- Beginning Transaction Balance
- Year-to-Date Transaction Activity
- Current Transaction Balance
- Beginning Encumbrance Balance
- Year-to-date Encumbrance Activity
- Current Encumbrance Balance
- Budget Transfers and Adjustments

59 Ability to query a range of user-specified account numbers for any date and/or period range, with appropriate security control.

60 Ability to create reports on any randomly selected, user-specified account numbers for any date and/or period range, with appropriate security control.

61 Ability to search for and report on a range of account numbers.

62 Ability to minimally produce the following reports, but not be limited to:
- Account history
- Detailed transaction journal
- Budget Journal
- Budget to Actual Expenditures (for any user-defined date or period range)
- Department Budget (including both actual and budget amounts) for any user-defined date or period range.
- Trial Balance
- Balance Sheet
- Statement of Revenues, Expenditures and Changes in Fund Balance by Fund Type
- Encumbrance listing by Department & Fund, Showing liquidations & remaining balance

63 Ability to sort queries and reports based on any element (e.g., date range, period range, individual account number, account number range, etc.).

64 Ability to produce combined financial statements by fund, a select group of funds, or in total for all funds.

65 Ability to create and view and print ad hoc reports.

66 Ability to create PDF files or HTML Links

67 Ability to print budget-to actual comparison reports at any level of the account number for any user-defined date or account period range.

68 Ability to accommodate the following query and report options:
- Print all lines
- Drop accounts with all zero columns
- PDF file

69 Ability to export queries' results/output to popular desktop applications (i.e., Microsoft Office).
70 Ability to summarize individual line-item accounts into groups of accounts for use in financial reporting based on user-defined criteria.
71 Ability to maintain a history of all G/L entries and to produce detailed transaction reports to provide an appropriate audit trail.
72 Ability to comply with GASB 34 financial reporting.
73 Ability to filter, search, and report month-to-date, period-to-date, and year-to-date budget, estimated revenue, expenditures, revenue, pre-encumbrances, and encumbrances by any segment in the chart of accounts.

74 Ability to store at least ten (10) years of expended history, which is automatically updated.
75 Ability to create monthly and quarterly budget plans

Security

76 The software must have security to restrict a user to certain accounts in each application, which could vary by application.
77 The software must have security to restrict a user to certain types of journal.
78 The software must have security to restrict a user to certain journal functions.
79 The software must have security to authorize a user to override the budget and where this can be done.
80 The software must have security to authorize a user to approve requisitions and/or PO's and/or invoices.

81 The software must have authorization approvals by different levels of management and dollars.
82 Ability to define security for users with varying levels of allowed transactions surrounding closing and to establish approval workflow for closing.

Journals and Journal Processing

83 Ability to accept both standard and recurring journal entries, with both the amount and account recurring.
84 Ability to accept both recurring journal entries and annual renewals with only default account information, with entry allowed for the amounts.
85 Ability to accommodate reversing journal entries.
86 Ability to post journal entries through batch processing real time transactions with work flow approval.
87 Ability to allow the user to look up the chart of accounts on the screen as reference during journal entry and to select the account.
88 Ability to provide for budget control by checking available funds before posting.
89 Ability to make adjustment to budget, transaction, and encumbrance balances through the use of journal entries.

90 Ability to enter journal entries for multiple departments and funds under one journal header.
91 Ability to provide default data within journal fields (e.g., year, date).
92 Ability to have description field of a user-defined length for each line in the journal entry.
93 Ability to validate field values within the journal entry screen.
94 Ability to highlight errors on the screen for immediate correction (online, immediate validity checks).

95 Ability to accommodate the following correction options, at a minimum, for journal entry errors:
Delete the pending journal entry
Change/edit the journal entry
96 Ability to view pending transactions before posting, with appropriate security.
97 Ability to create a journal entry using a previously entered journal entry as a template (copy functionality).

98 Ability to accommodate interfund transaction in accordance with GAAP and maintain an audit trail.
Ability to automatically generate an interfund transfer when needed and initiate the appropriate
99 approval path.

100 Ability to automatically create due-to/due-from entries for interfund transfer transactions.
101 Ability to ensure due to's/due from's balance across funds.

102 Ability to input journal entries as a correction or adjustment to prior account periods with security.
Ability to attach documents to journal entry as supporting data including but not limited to: Word
103 processing documents, spreadsheets, scanned images.

Period Closings

104 Ability to perform hard and soft period end closings on an organization-wide level.
Ability to define security for users with varying levels of allowed transactions surrounding closing and
105 to establish approval workflow for closing.
106 Ability to have more than one period open.
107 Ability to have more than one fiscal year open.

Ability to make transactions into the prior year after the soft-close process has been run. The
108 system will automatically adjust affected balance.

109 Ability to initiate year-end processing at any point in time after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day?
110 Ability to make post-closing adjustments at any point during the closing period.
Ability to close all selected open purchase orders/encumbrances and requisitions/Pre-encumbrances
111 with user-defined parameters at year-end.
112 Ability to prevent transactions form being processed in closed prior years and unopened future years.

Government (GASB 34) Reporting

1 The ability to establish user definable GASB reporting categories (i.e. Program Revenue, Program Expenditure codes).
2 Reporting categories should be available for each account.
3 Ability to establish user definable GASB fund requirements for each specific fund.
4 GASB reporting tool must integrate with general ledger and journals.

5 The ability to generate reclassification journals for end of year journals (i.e. move from cash basis to modified accrual or accrual).

6 The ability to retrieve past reclassification journals for more efficient end of year processing year after year.

The ability to review and recategorize all Function balances with drill-down capabilities to general
7 ledger number associated with the function.
8 System can show on-line all accounts that have not been coded with GASB information
9 All balances can be reviewed on-line and changed if needed.
10 GASB reporting tool should not adjust day to day reports
11 Ability to create CAFR reports

Reporting and Query
12 Reports should be generated with Excel with formula's embedded in report to enable balance changes.

13 Reports should allow for a rounding factor where applicable. The rounding factor should range from None to $100,000
14 The ability to select which reclassification journals to process for report balance must be available.
15 The ability to preview report prior to processing to Excel.
16 The report preview should contain hyperlinks for user to review the accounts and amount included in a specific value.
17 End user has the ability to reset report if needed.
18 Report balances can be recreated as many times as needed.

Miscellaneous Billing & Receivables

1 The software must support both accrual and cash basis accounting
2 The software must apply late charges to selected accounts.
3 The software must provide the ability to write-off remaining balance.
4 The software must provide for a one time or recurring invoice.
5 The software must allow for multiple customer addresses.
6 The software must allow for pre-payment of invoices.
7 The software must allow new customers to be added from invoice processing.

8 The software must allow for interest, penalty, cash, receivable, and bad debt accounts to be established by invoice type.
9 The software must provide security to let individual users be restricted to certain invoice types.
10 The software must automatically distribute all cash receipts to the appropriate customers account.
11 Ability to maintain a master customer file.
12 Ability to establish default account distributions for each receivable.
13 Ability to recognize accommodate:
Revenue earned and billed
Recognize revenue previously reported as deferred
Sorting and displaying accounts receivable in a prescribed aging format
14 Ability to accommodate Electronic Fund Transfers.

15 Ability to generate detail or summary transactions of receivable activity in general ledger for all original entries, adjustments, penalty and interest assessments, and write-offs in batch process or real time, with appropriate work flow approval.
16 Ability to enter a cash receipt transaction on a decentralized (departmental) or centralized basis.
17 Ability to distribute positive or negative billing adjustments with proper controls and an audit trail.

18 Ability to distribute cash receipt deposits out to the department level and have information accessible on a real -time basis.
19 Ability to maintain and track the following data elements for each customer record.
Balance forward or open items
Last account activity
Contact name(s)
Tax ID number
Address by type (i.e., remittance, bill to, parent company, etc.)
Current and unpaid late payment penalty and interest charges
Balance due
Last payment amount
Last payment date
Year-to-date payments
Late payment penalty and interest charges this year
Late payment penalty and interest charges during user-defined period

Bad check, dunning, and/or bankruptcy information
Statement cycle (e.g., weekly, monthly)
Notes/comments miscellaneous additional information
Date customer was added

20 Ability to restrict access to add, delete, or modify customer information to users with appropriate security only.
21 Ability to prevent deletion of customer records with any activity in a user-defined period.
22 Ability to log all communication with customer regarding account (e.g., questions, ticklers, notifications, etc.).

23 Ability to automatically assign sequential customer and invoice numbers to ensure duplicates do not occur.
24 Ability to archive inactive based on user defined criteria.
25 Ability to use numeric characters for customer numbers.
26 Ability to classify customers by user-defined classifications.

27 Ability to generate tickler messages for automatic display on specific dates for follow-up with a customer.
28 Ability to activate or inactivate customers.
29 Ability to provide option on billing by type of charge and/or type of customer.
30 Ability to develop payment plan rules based on type of offense, type of receivable, or other user-defined criteria, with the appropriate security.

31 Ability to set up one time customers with minimal data entry as compared to a regular customer.
32 Ability to provide sequentially numbered invoices.
33 Ability to produce fixed or recurring billings based upon contract terms.

34 Ability to provide automatic booking of accounts receivable as a by-product of customer invoicing.
35 Ability to produce manual invoices for non-recurring types of billing, with automatic booking of accounts receivable upon entry.
36 Ability to generate invoices that may not be due for several years.
37 Ability to image and attach related electronic documents.
38 Ability to split invoices between multiple funds.
39 Ability for a cash receipt to be distributed to multiple revenue accounts based on a user-defined (e.g., percentage or flat amount) allocation.

40 Ability to generate one invoice or many invoices for users who owe more than one department.
41 Ability to bill other agencies for services rendered.

42 Ability to provide a method for the organization to recognize intragovernmental transactions.
43 Ability to include the billing date range and/or period on invoices.
44 Ability to maintain and send invoices to multiple addresses for the same customer.

45 Ability to construct and process periodic statements for every receivable by user-specified criteria.
46 Ability to generate account statements for the following:
Specific accounts
Range of accounts within a department, fund, cycle

Range of customers
Delinquent accounts

47 Ability to generate consolidated statements for customers with multiple accounts by user-defined criteria.
48 Ability to include sales tax on invoice items.
49 Ability to prevent sales tax on tax-exempt customers.
50 Ability to automatically calculate interest on individual account from an effective date interest table and bill customer for interest principal.
51 Ability to prevent interest on specific or on specific customers.
52 Ability to produce ready-to-mail invoices prepared in accordance with governmental regulations and in the format required by various departments.
53 Ability to produce reconciliation statement showing beginning balance, charges, credits, and payments, and a new balance.
54 Ability to print bar coded information on remittance advice.
55 Ability read bar coded information on remittance advice.
56 Ability to correct and reprint invoices, with the appropriate security and audit trail.
57 Ability to identify duplicate or reprinted invoices as such.

58 Ability to accommodate online cancellation and one step automatic reversals of invoice entries.
59 Ability to print individual customer statements on demand and/or automatically print all customer statements during a desired cycle.
60 Ability to suppress statements for specific customers or entire classes of customers.
61 Ability to allow credit memos, with appropriate security
62 Ability to apply specific credit memos, with appropriate security.
63 Ability to print comments on both an individual and group basis on the billing documents.
64 Ability to write-off small discrepancies between the amount due and amount received, with the appropriate workflow approval.
65 Ability to apply payments to according to the following:
Partial payments against individual line items on a receivable
Overpayments against individual line items on a receivable
Maintain open receivable until all items are satisfied
66 Ability to apply revenue to multiple accounts using one of the following methods:
Manual selection of items to pay
step-through outstanding items, allowing user to select specific items.

67 Ability to automatically apply each type of fee or sales to various multiple revenue sources.
68 Ability to accommodate receipts via electronic funds transfers (EFT), lock box, credit card, and other electronic receipts for payment.
69 Ability to generate a cash receipt on demand.
70 Ability to accommodate multiple payments for an invoice.
71 Ability to identify payment source.
72 Ability to accommodate single payments applied against multiple invoices.
73 Ability to effective date receipts into the future.
74 Ability to accommodate payments in excess of or less than the bill rendered.
75 Ability to optionally carry a credit balance or automatically generate a refund resulting from a customer overpayment.
76 Ability to accommodate ACH debits against customer accounts.

77 Ability to generate late payment fees (i.e., 2% of outstanding amount)

78 Ability accommodate percentage of outstanding amount fees as well as flat fees, along with calculation rules (up to maximum, etc.).

79 Ability to generate the following information on cash receipts:
- Amount
- Customer Name
- Customer ID
- Customer address
- Default accounts
- Date of service
- Current date
- Individual who received the cash
- Form of payment (e.g., check, cash, credit, debit)
- Description of service (text and/or code)
- Other fields as defined by user, with appropriate security

80 Ability to maintain a log of all receipts with control totals.

81 Ability to designate certain fields as required on the receipt and require valid data elements in those fields.

82 Ability to automatically number receipts sequentially.

83 Ability to pull up an existing cash receipts entry and reverse it, with the appropriate accounting effect automatically.

84 Ability to generate recurring invoice entries.

85 Ability to enter overpayment receipt into an expense line item.

86 Ability to generate delinquency notices (based on user-defined delinquency periods) in user-defined batches or as real time transactions, with appropriate work flow approval, based on receivable type.

87 Ability to process uncollectible accounts as follows:
- Record as uncollectible.
- Reverse amount deemed uncollectible and record receipt of cash if received at anytime.
- Obtain proper approvals to write-off account balance if not collected, with proper security.

88 Ability to generate a variety of reports by user or by department for:
- Lists of receipts for daily cash deposits
- Cash receipts registers or journals
- Daily bank deposits

89 Ability to subtotal by fund on cash receipts forms.

90 Ability to list receivables written off.

91 Ability to generate a variance report showing revenue accruals vs. actual collection.

92 Ability to optionally generate a dunning letter or notify a user according to user-specified criteria regarding again and payment history

93 Ability to access the customer master by a portion of the customer name.

94 Ability to produce reconciliation statements for bank accounts (particularly EFT reconciliation).

95 Ability to produce accrual reports at any point in time.

96 Ability to hyperlink information to excel.

4. PROPOSAL FORMAT AND CONTENT

4.1 To facilitate comparison of proposals, respondents must submit proposals in a format that corresponds with the below sections. Each page of the proposal should state the name of the respondent, the RFP number and the page number. Each submission should include one original, five (5) complete copies and one electronic copy on CD.

Section 1: Executive Summary

Provide a concise overview of the proposed system.

Section 2: Vendor Background and Qualification

Provide narrative responses to the following questions, including any necessary documentation:

1. Specify the number of years your company has been in the public sector software business.
2. Provide a chronology of the company's growth, heritage, staff size, and ownership structure.
3. Indicate whether the business is a parent or subsidiary in a group of companies.
4. Has this company or product being proposed ever been purchased by another company or acquired because of a merger or acquisition?
5. If yes, provide details regarding the name of the companies involved, specific products affected and when such merger or acquisition(s) took place.
6. What percentage of revenues does this offered system versus other products/services represent to your company?
7. Provide a brief statement of the company's background demonstrating longevity and financial stability.
8. Indicate if the company incurred an annual operating loss in the last 5 years.
9. Has the company had a workforce reduction during the past 5 years?
10. If so, provide details regarding workforce reductions: percentage of workforce, areas affected, senior management team changes, etc.
11. Provide details of all past or pending litigation, liens or claims filed against your company.
12. Describe the seniority, tenure and background of the senior management team.
13. Describe how your company measure customer satisfaction for software applications and customer service and support.
14. Describe the company's commitment to research & development for the specific public administration application being proposed; include percentage of annual revenue invested in application development of solution proposed.
15. For each of the applications being proposed, please provide the following background information:
    - Original development organization
    - Date of first release
    - Date of most recent release

Note: If any of the proposed applications were not originally developed by the respondent, please provide narrative details for the following subjects:

- Date of product merger/application
- Name of the products and organizations involved
- Description of how integration/interfacing was accomplished (batch vs real time, consolidated or separate databases, etc.)
- References of all customers using proposed applications and interfaces
- Description of the development technologies used for each product
- Status of the originating development team resources (retention rate, location)

Section 3: Customer References

Please provide a MINIMUM of five (5) customer references that are representative of the requested system. Please provide a list of Missouri County Governmental Units that utilize all or a portion of software applications provided by respondent that are included in respondent's proposal to Jasper County. Any of these county governments may be used as one or more of the requested references.

Section 4: Response to Software Requirements

Respondents are instructed to complete the Functionality Requirements provided in this RFP, by listing the appropriate application and placing an X in the correct column for the requirements as described below:

- **Fully Compliant**—Indicates that the vendor's standard software meets and/or exceeds the requirement.
- **Modification**—Indicates that a software modification or custom software is required to meet and/or exceed this requirement. If there is a cost associated with this, list the dollar amount in Comments.
- **Not Available (N/A)**—Indicates that the vendor's software does not and cannot meet this requirement.

Section 5: Software Descriptions

Provide narrative descriptions of the proposed software applications.

Section 6: Technology

Provide a narrative description of your software framework. Include hardware requirements and recommendations for on site hosting of application. List partner applications such as Microsoft Office, Outlook, Adobe, and others.

Section 7: Implementation and Support

Answer the following questions and provide the necessary documentation for each item listed below.

1. Describe the approach and resources needed to implement the proposed software. Attach a proposed implementation schedule with key activities and estimated milestones.

2. Describe your overall user training approach. Include anticipated number of days for onsite training, number of classes and number of days for onsite go-live assistance.
3. Describe your company's service & support philosophy, how it is carried out and how success is measured.
4. The vendor must provide ongoing services and support, such as a toll free customer service number, annual training classes, online customer service website and online software maintenance. Outline how this will be accomplished.
5. Provide a thorough description of help desk services including dial-in, web support and ongoing maintenance.
6. How do you service and troubleshoot problems for your current clients?
7. Provide resumes of proposed project team demonstrating recent project management engagements.
8. The vendor must provide software updates and enhancements on a regular basis. The vendor must communicate provisions and identify associated costs.

Section 8: Cost information

Please review the specific software applications described in Section 3.3. The following costs associated with these applications must be included in your response:

- Application software license fees and the number of user licenses included in this price
- Price per additional user license
- User licenses maximum
- Modification costs if denoted to satisfy a requirement
- Implementation, Training and Support Services Costs
- Annual Software Maintenance & Upgrade costs for 5 year
- Other anticipated costs (i.e., travel, data file conversions, etc.)
- Options for financing the total project through partial annual payouts over a 3, 4, or 5 year period.

5. EVALUATION AND AWARD

5.1 EVALUATIONS. An evaluation team will assess proposals on a variety of quantitative and qualitative criteria. After each proposal has been evaluated, short-listing procedures will narrow the list of candidates to those determined to be best-suited to meet the needs of Jasper County.

The County may award based on initial proposals received without discussion of such proposals. Alternatively, respondents who have submitted proposals determined to be reasonably susceptible of being selected for award may be invited to an interview at which time they will be given an opportunity to present their proposal, demonstrate the software and/or to answer questions from the County. Discussion may cover costs, methods and other relevant factors. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers.

5.2 AWARD. This RFP does not require Jasper County to make an award to the company submitting the lowest priced proposal. It is the intent of Jasper County to obtain data as complete as possible from each respondent that will enable Jasper County to identify the proposal that best meets the needs of the County while remaining within available resources. Final selection of a vendor to provide requested product and service shall be approved by the Jasper County Commission.

6. ONCE AN AWARD IS MADE TO AND ACCEPTED BY SELECTED VENDOR

6.1 The final agreement with the County shall include the following terms, duties or conditions:

1. Standard Indemnification Clause as follow:

"As permitted by law, the Vendor shall indemnify, defend and hold harmless the County and its officials, employees and agents from and against all claims, damages, losses and expenses, including legal fees recoverable under applicable law (attorney's and paralegal's fees and court costs), resulting from the performance of the Vendor's services. The same duty shall extend to any claims resulting from or alleged to have resulted from the Vendor's violation of any intellectual property laws."

2. A Certificate of Insurance shall be furnished indicating proof of the following insurance from companies licensed in the State of Missouri.

    - Worker's Compensation in compliance with the compensation laws of the State of Missouri with a limit no less than $100,000.
    - Comprehensive General Liability with a minimum of $1,000,000 per occurrence/$3,000,000 aggregate.
    - Automobile Liability with a minimum of $1,000,000 per occurrence/$3,000,000 aggregate.
    - Errors and Omissions Liability with a minimum of $1,000,000 per occurrence/$3,000,000 aggregate.
    - Copyright, trademark and patent liability (intellectual property) in the same above minimum amounts.

3. One year agreement with an automatic renewal feature.
4. That the Vendor shall abide by the laws of the State of Missouri.
5. That the County has a right and the reasonable ability to retrieve its data from the Vendor or its program and system in the event of Vendor's insolvency or bankruptcy or the agreement(s)' cancellation.
6. The County reserves the right to seek additional contract terms as the circumstances warrant.

ANTI-COLLUSION STATEMENT

STATE OF _____)

COUNTY OF _____)

Name/s:

_____

Being first duly sworn, deposes and says that he/she is _____
(Title/Position of person signing)

Of

_____
(Name of Bidder)

That all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance.
Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid.

Signature_____

Signature_____

Sworn to before me this _____day of _____, 20____.

_____
Notary Public
My Commission expires: _____

Notary Seal