General Accounting and Records Management System

Request For Proposal

Schedule of Events 2.28.13: This schedule of events is not binding in any way but is merely the goals for the City of Rapid City:

Release RFP	January 21, 2013
Deadline for question from vendors	February 1, 2013
Deadline to answer questions from vendors	February 8, 2013
Deadline to submit proposals	March 1, 2013
Deadline to organize proposals	March 8, 2013
Executive Committee to meet and review proposals	March 19, 2013
User group to meet and receive proposals	March 29, 2013
User group to meet and review evaluation results	April 12, 2013
Pre-demo teleconference	April 26, 2013
Vendor Demonstrations	May 10, 2013
Vendor Site Visits	May 24, 2013
Vendor Selection	May 31, 2013
Contract Negotiations and Award	June 30, 2013

Success Indicators:

Management of information for users in addition to staff that inputs data

Migratable – not reliant upon custom coding

Scalable – increases as users and usage increases

Distributable – adapting as technology evolves i.e. mobile access applications

Interoperability – open system coding & web search engines

Integration/enterprise content management capacity

Core Modules

It is the intent of the City to enter into an agreement with a vendor who can provide the complete range of requirements described in the "Scope of Work" section below. This can be achieved through a single system or integration of best of breed systems. Specifically, the City seeks a system(s) that can provide the following core modules to the current financial management system:

A. Traditional financial management applications

1. General ledger

a) Chart of Accounts

b) Journal Entries

c) Reconciliation

d) Financial Reporting

2. Budget preparation and forecasting

a) Preparation & Maintenance

b) Multi-Year and Capital Improvement Budgeting

c) Performance Based Budgeting

d) Forecasting
3. Accounts payable/procurement (including e-commerce and vendor maintenance)
a) Vendor Management
b) Bid Process
c) Inventory
d) Contract Management
e) Invoice Entry
f) Check Processing, Printing & Reconciliation
g) Vendor Processing
h) Travel & Expense Management
4. Accounts receivable and billing systems
a) Customer Management
b) Invoicing
c) Cash Receipts
d) Delinquency Tracking
e) Special Assessments
5. Fixed assets
a) Asset Entry
b) Depreciation
c) Asset Tracking
6. Project accounting
a) Project Tracking & Closing
7. Grants management
a) Grant Tracking
b) Grant Applications
8. Banking and treasury management
a) Cash Management
b) Debt Administration
9. POS batch reporting (parks, civic center, etc.)
10. Report writer (GASB34 Compliance)
11. Performance measures (dashboards and scorecards)
12. CAFR Preparation

B. Human resource applications
1. Human resource management
a) Personnel files
b) Employee discipline/grievances
c) Position control/job descriptions
d) Performance evaluations
e) Training and certifications
2. Risk Management
a) Accident and injury tracking
b) Drug testing program maintenance
3. Applicant tracking, recruitment and development
a) Generate electronic requisitions
b) Authorized users able to view and sort records
4. Benefits administration

a) Coverage and Beneficiary Tracking
b) Premiums and deductions
c) Benefit eligibility
5. Self-service activities
a) Employee access to personal information
b) Employee access to personal documents
6. Payroll and time and attendance
a) Supports a variety of data collection methods
b) Track and adjusts time in variety of manners
c) Support multiple types of time entry
d) Store time and attendance history data
e) Track multiple leave types
f) Electronic approval of time, overtime, and leave time
g) Generate electronic paystubs to be accessed by employee
h) Ability to print messages on paystubs
i) Provide proof list of payroll calculations
j) Reconciliation functionality
k) Accommodate unlimited shifts and schedules

C. Other potential functions (additional modules that may or may not be part of the financial system):
1. Business licenses and permits
2. Parking system integration
3. Timekeeping by project
4. Fleet and fuel management
5. Records management (ordinance and resolution archiving and distribution