



Uintah County

Request for Proposal

Financial and Human Capital Management

RFP Release Date: April 6, 2022

RFP Response Due Date: May 6, 2022

UINTAH COUNTY
ADVERTISEMENT FOR PROPOSAL
Software and Implementation Services

Uintah County, Utah (the County) is seeking proposals from qualified Vendors to provide Software and Implementation Services. The software includes integrated functionality to support Financial Management and Human Capital Management across all County departments.

Questions regarding specifications shall be directed in writing according to the schedule in this RFP to **Zeke Atwood at zatwood@uintah.utah.gov**. No response will be provided for questions submitted after the date indicated in the RFP.

It is the responsibility of all Vendors to ensure their company information and contact information is kept updated and accurate.

Proposal responses must be received by the Clerk-Auditor's office by **5:00 pm mountain time**. Responses delivered later will not be accepted. The County is not responsible for delays in delivery. Responses must be submitted per the instructions provided in Section 5 of this RFP.

The County reserves the right to reject any and all responses submitted, or to waive any minor irregularities if it is in the best interest of the County to do so. No respondent may withdraw their proposal after the submittal due date unless the award of contract is delayed for a period exceeding one hundred eighty (180) days.

TABLE OF CONTENTS

1. INVITATION FOR PROPOSALS	4
2. COUNTY BACKGROUND	5
3. SCOPE OF WORK AND TIMELINE	7
4. RFP EVALUATION	9
5. VENDOR INSTRUCTIONS	10
6. REQUIREMENTS	12
7. TERMS AND CONDITIONS	13
EXHIBITS	
A – COVER SHEET	15
B – REQUIREMENTS	17
C – PRICING SUMMARY	33
D – CUSTOMER REFERENCES	34

SECTION 1 - INVITATION FOR PROPOSALS

Uintah County (The County) is seeking to obtain proposals from experienced and qualified software Vendors (Vendors) for the acquisition and implementation of a software solution that satisfies The County's functional and technical requirements. A detailed description of the products and services required are contained in **Section 3, Scope of Work and Timeline**. Vendors may propose a single solution that meets all requirements, or a solution combined with best-of-breed partner applications in order to meet the required modules and requested functionality. Cloud based solutions or on premise, solutions are being accepted.

It is the submitter's responsibility to deliver the document to the proper address by the assigned time. The County accepts no responsibility for lost or misdirected submittals. The County is not liable for any costs incurred by the Vendor before issuance of a contract. All costs incurred in responding to this Request for Proposal are solely the responsibility of the Vendor.

Proposals submitted will not be considered public information until after the award of the contract to the successful Vendor. All materials and information submitted in response to this RFP become the property of the County. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

SECTION 2 – COUNTY BACKGROUND

Uintah County is located in the northeastern corner of the State of Utah. The County organization is typical of many rural Utah counties in that the organization is administered by an elected board of county commissioners who also serve as the legislative arm of the county government. Today, Uintah County's economy relies on farming, ranching, and extraction of oil and gas. Energy prices in the rest of the world have a big effect on the economy of the county. The County’s total eligible employees to participate are approximately 300+.

County Facts and Figures:

Number of Employees Full time	245 FT 76 PT
Seasonal	24
Population	36,392
Growth	9% growth since 2010
Total 2021 County Budget	\$60 MM

Uintah County would like to replace its current system with an integrated enterprise solution that would encompass much, if not all of the functionality outlined in this document and that will provide the following key benefits:

- Enhance both internal and external access to data
- Improve internal processes
- Reduce workarounds, manual processes, and off-system data
- Utilize electronic workflow and reduce paper processes wherever possible
- Provide a suitable implementation partner with a documented implementation methodology as well as change management processes

The County is interested in receiving responses from all qualified Vendors who can meet the functional specifications as outlined in this RFP. This RFP is part of a competitive procurement process which helps to serve the best interest of the County and its residents. All respondents will hereby be referred to throughout this document as Vendor. This RFP will assist the County in selecting a qualified Vendor to provide software and implementation service

SECTION 3 - SCOPE OF WORK AND TIMELINE

The County is seeking a software solution of integrated modules that should include the following functionality:

Modules	
<ul style="list-style-type: none"> ▪ General Ledger ▪ Budgeting ▪ Project and Grant Accounting ▪ Purchasing ▪ Accounts Payable 	<ul style="list-style-type: none"> ▪ Accounts Receivable/Cash Receipts ▪ Fixed Assets/Inventory ▪ Human Resources ▪ Payroll ▪ Reporting ▪ Property Tax

The County will select a system that meets its requirements for functionality, flexibility, configurability and provides an open system architecture that supports integrations to other systems in use by the County. The following table lists some of the other key applications used by the County today that may or might need to interface with the new ERP solution.

Software	Function	Integrate/ Interface
API Data access	Allow for custom programs and direct access to the database.	API
Onbase Document management	Exporting images created through ERP such as PO, HR Docs, Due Bill, Timesheets, pay stubs.	
Produce Utah state TC750 final settlement report data.		

The solution selected will be implemented as recommended by the selected Vendor and approved by the County. The County expects process improvement through implementation of new systems and intends to adopt the best practices offered by the selected Vendor. Vendors who are invited to demonstrate their product should be prepared to discuss the application’s best practices and the system’s ability to adapt to user preferences.

Timeline -

The following defines the estimated timeline for the selection of a Vendor. However, the County reserves the right to modify or reschedule procurement milestones as necessary.

Activity	Dates
Release of Request for Proposal	April 06, 2022
Proposals Due	May 06, 2022
Selection of Finalists	May 23, 2022
Software Demos	June 6 th – June 9 th
Due Diligence Review	June 17 th
Contract Negotiations	TBD
Award Contract	TBD

SECTION 4 – RFP EVALUATION

Evaluation. An evaluation committee selected by the County will review, evaluate, and rank responses in accordance with criteria identified below. Clarification of submitted material may be requested during the evaluation process. The County may award the successful Vendor based on their initial proposal or invite them to enter into contract negotiations. Each proposal received in response to this RFP will be subjectively evaluated based on the following criteria.

1. Functional and technical fit to the County's requirements
2. Technology and architecture of the solution
3. Vendor's experience and expertise
4. Implementation approach and timeline
5. Quality of references submitted
6. Total cost of the solution – licensing, implementation, ongoing support and maintenance
7. Ongoing account management support structure and escalation path

The County reserves the right to select a Vendor based solely on the information submitted in the proposal and to make a contract award without any further discussion with the Vendors regarding the responses received. Therefore, responses should be submitted initially on the most favorable terms available to the County from a price, contractual terms and conditions, and technical standpoint.

The County also reserves the right to conduct discussions with Vendors who submit proposals. The County is not under any obligation to reveal to a Vendor how a response was assessed or to provide information relative to the decision-making process.

Notification. Based on the evaluation of the proposals, the County will select a short list of Vendors and invite them to participate in pre-demo meetings and software demos. The selected Vendors will be notified via e-mail by the date indicated in Section 3. The notification will include a demo script document that will be used for virtual or on-site demos, whichever is most feasible.

Pre-Demo Meetings. Once Vendors have been notified of elevation to the short list, the County will conduct pre-demo meetings with those Vendors. The purpose of the pre-demo meeting is to address any questions about logistics of the online or on-site demos (TBD) or the demo script that will be provided by the County.

Software Demos. The functional and technical product demos will be presented to the County by the short-listed Vendors according to a predefined script. 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 County's functional and technical requirements. The County 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. In addition to scripted functional demonstrations, the County may request a more extensive technical demos, scheduled on an as needed basis. The County will require a demo period to evaluate the product with technical support to answer questions and help with county setup.

SECTION 5 – VENDOR INSTRUCTIONS

Please submit your RFP response by the date and time indicated on in this RFP in the following format:

1. Your entire proposal shall be sent in the order defined in the table below.

Eight hard copies shall be sent to:

Uintah County Clerk-Auditor
 Attn: Michael Wilkins
 147 E. Main
 Vernal, Utah 84078

Please refer to the Project RFP: Financial and HCM

Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

Pre-Bidders Questions. Email questions to zatwood@uintah.utah.gov No formal pre-bidders conference call will be held.

Proposal Response Format. In order to assist in the fair and equitable evaluation of all responses, Vendors are being asked to **adhere to the specific response format** set forth below. Responses that deviate from the requested format may be classified as “non-responsive” at the discretion of the County and may be subject to disqualification. Marketing information will not be accepted in lieu of a direct response to all requirements and questions.

Proposals should be organized and include the following sections and content:

Section	Description
1. Cover Sheet	Complete the provided Cover Sheet from Exhibit A of the RFP and provide it as Section 1 of your response. This letter must be signed by a person authorized to bind the company.
2. Requirements	Complete Requirements document provided in Exhibit B following the directions in Section 6 of this RFP. Each line item must have a rating and a comment relative to how the function is supported by the software. Submit in Word format using the template provided along with the RFP and do not make any changes to formatting of this document, e.g. by adding logos, changing fonts, inserting page breaks, layout, etc. <i>Also do not convert the Word document from a PDF.</i>
3. Pricing	Complete Pricing Summary using Exhibit C of this RFP. Pricing must be fully comprehensive and complete, including all available discounts. Pricing must be valid for at least 180 days from response submission date. All one-time and recurring costs must be fully provided. <ol style="list-style-type: none"> Software/SaaS Licensing: Cost for user counts defined. Include individual pricing summaries for SaaS, or hosted options as applicable Implementation Services: Including but not limited to implementation and configuration of the software, data conversion, system configuration, integration, report development, testing, and training for all required software. If function or module is optional, list costs separately

Section	Description
	<ul style="list-style-type: none"> c. Maintenance: Indicate the estimated total dollars and percent of software license cost plus any CPI changes that might be incurred in years 2 to 5 d. Supporting documentation for pricing may be included if it clarifies or provides relevant detail to your proposal
4. Implementation	<p>Provide an overview of Vendor’s implementation methodology including:</p> <ul style="list-style-type: none"> a. Sample project plan including phases, tasks and timeline b. Recommendation for phased approach or go-live c. County resources: Roles, responsibilities, average estimated hours per month d. Vendor resources: Roles, responsibilities, average estimated hours per month e. Process improvement: Approach to process improvement through implementation f. Change management: Methodology and tools used g. Data conversion: Recommendations and tools or methodology used for data to be converted from legacy systems; data type, number of years, etc. h. Testing: Methodology and tools used i. Training: Methodology and approach including available Implementation and post-go live training options j. Work collaboration tools used k. Custom Reports: Estimated hours for development of custom reports and hourly rate l. Integration: Approach, tools, and experience with applications listed in this RFP m. Post go-live support services
5. Support	<p>Provide an overview of support services offered and recommended including but not limited to:</p> <ul style="list-style-type: none"> a. User support – hours of service, 24x7 support, average/guaranteed response time, ticketing system used, resources available, escalation process b. System enhancements – approach to user enhancement requests c. Support for 3rd Party Partner applications if proposed d. User groups and conferences; local and national
6. Technology Overview	<p>Provide an overview of the system technology and future strategic direction including:</p> <ul style="list-style-type: none"> a. Options for technical cloud deployment, e.g., hosted or SaaS b. Support for two- or multi-factor authentication c. Escrow agreements d. Timing and frequency of software updates e. Environments (e.g. testing “sandbox” – number and types provided) f. System backup, redundancy, disaster recovery services, etc.
7. References	<p>Using the forms provided in Exhibit C, provide 3 public sector existing customer References and 2 prior references that are similar in size and project scope to the County.</p>
8. Contract Performance	<p>Indicate if at any time during the past five years Vendor has had a contract terminated for convenience, non-performance, or any other reason, or has entered into legal action with a customer. Describe the situation(s) including name and address of contracting party.</p>
9. RFP Exceptions	<p>Specifically identify any exceptions to this RFP or its content.</p>
10. Contract Samples	<p>Provide sample contract documents that may include the following:</p> <ul style="list-style-type: none"> a. Statement of Work b. Perpetual Software License or SaaS License Agreement c. Maintenance or Support Agreements d. Service Level Agreements e. 3rd Party Agreements

SECTION 6 – REQUIREMENTS

This section includes instructions for completing the RFP Requirements document located as Exhibit B in this RFP. Exhibit B should become Section 2 of your proposal. This is not a comprehensive list of all the County’s requirements but includes the key requirements that will be used to evaluate the proposals and will be incorporated into the signed contracts.

For each item, a ranking has been provided indicating the importance to the County. Rankings used are R for Required, I for Important, N for Nice to Have or E for Explore. Software applications that are missing a significant number of required features and technology preferences may be eliminated from consideration.

Vendors must **provide a rating and a comment for every item**. If the requirement does not pertain to the proposal being submitted, enter “N/A”. The comment should include a **brief explanation** of how the item is supported. **Please do not modify the format, font, numbering, etc. of this section or insert page breaks**. If a submitted RFP includes blank responses the document may be considered in violation and rejected. Use the following rating system to evaluate each requirement:

Ratings: Please use the following ratings along with your response:

- Yes** = Fully compliant out of the box
- No** = Does not meet requirement
- 3rd Party** = Provided by 3rd Party Partner
- Future** = Coming in Future Release (state release date)

Sample Response Format: Please use the format below when completing your response.

	General	Response
R	1. Audit Trail with user, date, time stamp throughout all modules. Before/after values are Important.	Yes System logs all transactions and stamps them with user, date, time and before/after values. A report can be generated to review audit history.

SECTION 7 – TERMS AND CONDITIONS

7.1 Rejection of Proposals

The County reserves the right to reject any and all proposals submitted. The County also reserves the right to waive or not waive any information or irregularities in proposal responses.

7.2 Modification/Withdrawal

Unless otherwise specified, modification to the Proposal will not be permitted; however, a proposer may withdraw his or her Proposal at any time prior to the scheduled closing time for receipt of Proposals; any proposer may withdraw their company’s Proposal, either personally or by written request to the issuing office. Withdrawal of Proposal shall not disqualify the proposer from submitting another Proposal provided the time for receipt of Proposal has not expired.

7.3 Cancellation

The County reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the County’s best interest. In no event shall the County have any liability for the cancellation of award.

7.4 Duration of Proposals

Proposals must remain valid for at least 180 days. Proposals must be signed by an official authorized to bind the proposer.

7.5 Public Record

All proposals submitted are the property of the County and are public records. All documents received by the County are subject to public disclosure after the County selects and successfully negotiates a contract with a finalist Vendor.

7.6 Incurring Costs

The County is not liable for any cost incurred by Vendors prior to execution of a contract.

7.7 Selection Process

The County specifically reserves the right to evaluate, in its absolute discretion, the total proposal of each Vendor to select the services, which best serve, the needs of the County.

7.8 Hosted or SaaS Solutions Requirements

The following terms and provisions will be in effect should any element of the solution operate in a SaaS or hosted environment.

Data Ownership

The County retains ownership of all data entered into the software system. Vendor agrees not to disclose County data to any person in any form, without prior consent of the County. The Vendor's and/or Implementation contractor personnel will have access to County data for the purpose of supporting the County's use of its data. Vendor/contractor will not alter any County data without prior consent of the County.

In the event that this contract is terminated for any reason, Vendor agrees to work with the County to provide the County with its data in a format mutually agreed to by both parties.

Data Protection

The Vendor stores County data in a "Class-A" data center located within the United States and with comprehensive physical and information security. Contractor performs at least daily backups of County data by completing daily incremental backups for seven days, three full weekly backup, and three monthly full backups. In total, backups will cover minimum of 90 days.

7.9 Software

It is the Vendor's responsibility to ensure that the County has all licenses required to use any software that may be supplied by the Vendor pursuant to the contract.

Exhibit A – Cover Sheet

Uintah County, Utah Proposal Cover Sheet

Part 1 – Cover Sheet

A. Legal Name of Applicant Company	
B. Name of Contact person regarding this submittal	
Title	
Telephone number including area code	
Email Address	
C. Did outside individuals/agencies assist with preparation of this response? (Indicate Y/N). If “Yes” please describe	

Part 2 A. Administrative Information - Vendor

1. Name of Company	
2. Business address including zip code	
3. Remit-to address including zip code	
4. Telephone number with area code	
5. Federal Tax Identification Number	
7. State Industrial Account Identification number if issued	

8. List all of the engagements the company has undertaken in the last 5 years which have resulted in (a,b,c below):	
a. Arbitration or litigation and the disposition of the cases.	
b. Claims being filed by the Federal Government or the Utah State Departments of L & I, Employment security or Revenue.	
c. Liens or claims recorded with the Uintah County Auditor by suppliers or subcontractors. List with whom, for what, and amount	

Part 2 B. Insurance Company

1. Name of Insurance Company	
2. Name of Insurance Agent	
3. Address including zip code	
4. Telephone number with area code	

SUBMITTAL CERTIFICATION

I certify that to the best of my knowledge the information contained in this Request for Proposal is accurate and complete and that I have the legal authority to commit the company to a contractual agreement. I realize the final funding for any product or service is based upon funding levels and the approval of the Uintah County Board of County Commissioners.

Print Name

Title

Signature, Administrator or Applicant Entity

Date

Exhibit B – RFP Requirements

REQUIREMENTS	
Proposing Vendor and Solution Information	Response
1. Contact Information	
<ul style="list-style-type: none"> Company Name and Address 	
<ul style="list-style-type: none"> Contact Person: Name and Title 	
<ul style="list-style-type: none"> Phone, Email, Website 	
2. Company Information	
<ul style="list-style-type: none"> Year Founded 	
<ul style="list-style-type: none"> Public or Private 	
3. Vendor Employee Counts for the Proposed Solution	
<ul style="list-style-type: none"> Total Worldwide 	
<ul style="list-style-type: none"> Employees – North America 	
4. Proposed Solution	
<ul style="list-style-type: none"> Name of Proposed Solution 	
<ul style="list-style-type: none"> Brief Solution History/Genealogy 	
5. Number of Customers on Proposed Solution	
<ul style="list-style-type: none"> Customers in Utah State 	
<ul style="list-style-type: none"> List Similar Customers to Uintah County 	
<ul style="list-style-type: none"> Briefly describe experience with Public Sector clients 	
6. Implementation Model	
<ul style="list-style-type: none"> Direct, Implementation Partner 	
<ul style="list-style-type: none"> Sample Implementation timeline 	
7. Software as a Service Deployment Model	
<ul style="list-style-type: none"> Brief description of SaaS deployment models (single tenant or multi-tenant) offered 	

R = Required
 I = Important
 N = Nice to Have
 E = Explore

Proposing Vendor and Solution Information	Response
<ul style="list-style-type: none"> Describe upgrade release schedule 	
<ul style="list-style-type: none"> Explain client-side level of effort for releases 	
Pricing Estimates	
1. Describe licensing methodology (SaaS, perpetual license plus hosting fees, named vs. concurrent licensing, etc.)	
2. Annual Subscription/Licensing: financial users, including annual CPI increases, hosting services, etc.	
<ul style="list-style-type: none"> Year One 	
<ul style="list-style-type: none"> Year Two 	
<ul style="list-style-type: none"> Year Three 	
<ul style="list-style-type: none"> Year Four 	
<ul style="list-style-type: none"> Year Five 	
3. Implementation Estimate: Include design, configuration, training, travel expenses, installation, data conversion, integration, reports, etc.	
4. Other: Indicate any 3 rd party software and associated costs for modules and requirements in scope.	
Explain connectivity/integration of 3rd party software	
5. Total Year One Cost:	
6. Total Five-Year Cost:	

	Functionality	Response
R	1. General Ledger	
R	2. Budgeting	
R	3. Project/Grant Accounting	
R	4. Purchasing	
R	5. Accounts Payable	
R	6. Accounts Receivable/Cash Receipts	

Functionality		Response
I	7. Fixed Assets/Inventory	
R	8. Human Resources	
R	9. Payroll	
R	10. Reporting	
Technology		Response
R	11. Cloud-based deployment model. Briefly describe available deployment option proposed.	
R	12. List data center provider and location(s).	
R	13. If Hosted/SaaS describe direct access to data methodology.	
R	14. Provide uptime guarantee (percent).	
R	15. List browsers supported (Chrome, Edge, Safari).	
R	16. Documented disaster recovery and business continuity.	
R	17. Documented IT security policy.	
R	18. Mobile strategy: App and/or HTML5 (iOS and Android in use at the County).	
R	19. Single Sign On – MS Active Directory in use today.	
N	20. Multi-factor authentication.	
R	21. Role-based security to menu, document, and field-level.	
R	22. Google Chrome/Office 365 integration - Outlook, Microsoft Word, Excel. Bi-directional Excel integration required for journal entries, budget upload, etc.	
R	23. Briefly describe your document management strategy for both system attachments and external storage and retrieval capabilities	
R	24. List integration technologies supported (e.g. API's).	
R	25. Indicate experience with and approach to integrating with and/or replacing the applications listed below:	

	Functionality	Response
I	26. SOC II to be included	
	General Functionality	Response
R	27. Configurable role-based dashboards with key metrics, to-do's, KPI's, drill to details, etc.	
R	28. Effective dating throughout the system.	
R	29. Provide mandatory input fields and masks to validate data entry (such as account/code combinations) by user/group.	
R	30. System wide rules-based workflow routing for approvals and configurable notifications including delegation capabilities.	
I	31. Visible workflow approval queue.	
R	32. Ability to configure ad hoc and bi-directional workflows.	
R	33. Audit trail with date, time, user stamp, before, and after values; reportable audit history.	
I	34. Support configurable data retention policies.	

	Functionality	Response
I	35. Searchable note fields, e.g. key words.	
I	36. Context and field sensitive online help.	
R	37. Drill down to source transactions from screens, queries, reports and dashboards.	
R	38. Attach documents and images to transactions throughout all modules (e.g. PDF, Word, JPEG, etc.).	
R	39. Positive pay management for all bank accounts and disbursements, e.g. accounts payable, payroll, etc.	
I	40. User-definable forms, letters and notifications.	
R	41. Describe available online training and support tools.	
I	42. Type-ahead feature with drop down list validation.	
R	General Ledger	Response
R	43. Support both cash basis and modified accrual accounting.	
R	44. Support single entity with separate “companies” with multiple funds, e.g. reserve, capital, general operating, etc.	
R	45. Indicate number of accounting periods supported and how you support year-end adjusting, audit, and closing entries.	
R	46. Describe chart of accounts structure; number of segments and characters available.	
R	47. Meet Utah State BARS Uniform Chart of Accounts requirements – see. auditor.utah.gov/wp	
I	48. Multi-dimensional chart of accounts (e.g. elements, flex fields, tags, etc.) to supplement the chart of accounts.	
R	49. Fund accounting functionality with automatic interfund balancing and eliminations.	
I	50. Describe any treasury management functionality including tools available to facilitate cash forecasting and debt management; 3 rd party OK.	

	Functionality	Response
R	51. Generate a cash distributions report for reconciliation with the general ledger.	
I	52. Restrict coding options by user permissions.	
R	53. Journal entry with short and long descriptions, comment fields, etc. Indicate number of characters for each.	
N	54. Automatic recurring journal entries.	
I	55. Allocating journal entries based on a statistic, e.g., hours worked.	
R	56. Electronic workflow routing/approval of manual and imported journal entries with automatic posting upon approval.	
R	Budgeting	Response
R	57. Multiple budget types (operating, grant, project, activity based, program, etc.).	
R	58. Capture budget line-item justification narratives and attach supporting documents (e.g. quotes).	
R	58. Workflow-based budget development – bottom up based on past 2 years and current YTD actuals.	
R	59. Budget administration: Decentralized budget entry by departments with online approval workflow of budget requests.	
R	60. Budget to actual and variance analysis with drill down capability.	
N	61. Support what-if budgeting with version tracking (for both budget development and pro forma budgets).	
I	62. Budget vs. actual trend analysis.	
R	63. Position budgeting with all personnel costs including pay, taxes, and benefits.	
R	64. Support budget amendments with version tracking.	
R	65. Support seasonal budget spreading functionality.	
R	66. Program budgeting functionality – multiple project	

	Functionality	Response
R	Budgets roll up to a program budget.	
R	67. Import salary and benefits information from payroll into the budget with proper user permissions.	
I	68. Ability to budget by grant-funded positions.	
E	69. Post summary budget data to the County website (Civic Plus) for public view.	
R	Project/Grant Accounting	Response
R	70. Full project and grant accounting sub ledger.	
R	71. Assign multiple funding sources to a single project or program.	
R	72. Multi-level project hierarchy with reporting on detail or summary data to project/program, sub-project, and activity level with roll ups.	
R	73. Revenue and expenditure tracking for projects and grants that span multiple fiscal years in accordance with Washington State SAO BARS.	
R	74. Define budgets for CIP projects, including labor, materials, equipment costs, etc.	
R	75. Capture project-related cost data from external systems, e.g. work order system.	
R	76. Manage multi-year projects, including commitments and retainage.	
R	77. Track time to a project or program.	
R	78. Track real time project costs.	
N	79. Support what-if project budgeting activities.	
N	80. Support for pass-through related grants and loans to special districts, and no interest loans for infrastructure improvements over multiple years.	
I	81. Track and manage grant financial information as both grantor and grantee.	
R	82. Grant accounting for state or federal grants award including:	

	Functionality	Response
	<ul style="list-style-type: none"> a. Allocate grant to multiple project/programs b. Manage and track matching grants c. Track sub-grantee disbursements, award letters d. Grant roll up e. Expenses allowed/not allowed by grant f. Import hours/reimbursable payroll expenses g. Grant reimbursement tracking and invoicing h. Related grant or program reporting 	
N	83. Grant status tracking e.g., applied, under review, awarded, dates, extensions, continuations, revenue sharing requests, etc.	
I	84. Apply year-end grant revenue-sharing disbursements to a project.	
R	85. Multiple activities, programs, etc. to a grant.	
R	86. Ability to separate grant project expenses from billable/reimbursed expenses.	
R	87. Support customizable cost allocation formulas for recurring allocations to departments, grants, programs or projects.	
R	88. Ability to transfer cost between activities, grants, programs.	
R	Purchasing	Response
R	89. Support decentralized purchasing and receiving.	
R	90. Multi-level approval for purchase order or requisitions based on department, requisition type, account, cost center, etc.	
R	91. Budget check at time of PO creation can trigger an approval workflow if over budget.	
R	92. Support blanket PO's.	
I	93. Directly email approved purchase orders to vendors.	
R	94. Drop down for coding and allocation of expenses to cost centers, grants, donors, projects, etc.	
N	95. Vendor performance tracking functionality, e.g. total spend, timeliness, etc.	

	Functionality	Response
I	96. Describe contract management functionality and ability to manage multi-year contracts, including MOU's.	
N	97. Describe available functionality to support the management of the bid and quote process.	
R	98. Commitment and encumbrance accounting to track future liabilities.	
N	99. Online self-service portal to add a new vendor with approval workflow.	
R	Accounts Payable	Response
R	100. Vendor master file with standard and user definable attributes.	
R	101. Scan invoices centrally or decentralized; route for review, approval, account coding, Treasurer review, etc.	
R	102. Real time visibility to invoice approval routing queue.	
R	103. 2-way match of PO and invoice to generate list of approved invoices ready to be paid.	
R	104. Import electronic invoices or import Excel-based invoices; route for approval and process payment.	
I	105. Warrant management features, e.g., process accounts payable for special districts.	
R	106. Support one-time vendors.	
I	107. Distribute invoice to multiple general ledger accounts by line item.	
I	108. Support multiple bank accounts for cash management.	
I	109. Set up and process recurring payables.	
N	110. Manage retainage and holdbacks on vendor invoices.	
R	111. Import electronic bank files, perform automated bank reconciliations; generate resulting journal entries.	
R	112. Support payment by wire, check, ACH.	

	Functionality	Response
R	113. Online check requests with workflow routing for approval.	
R	114. 1099 management, including tracking vendor payments across all departments and divisions for consolidated 1099 electronic reporting.	
I	115. Duplicate invoice avoidance checking (multiple factors, e.g., vendor #, date, amount, etc.).	
I	116. Employee expense management tools - describe functionality available.	
I	117. P-card import and reconciliation support, e.g. post transactions to payee vendor.	
R	Accounts Receivable/Cash Receipts	Response
R	118. Customer master file that includes payment terms, banking information and user defined fields.	
R	119. Receivables accepted include credit card, cash, checks, wires, ach, etc.	
E	120. Online PCI compliant payment gateway for cash receipts.	
R	121. Generate inter-department billings.	
R	122. Describe cashiering system functionality.	
R	123. When generating invoices, apply rules-based finance charges, taxes, penalties, interest, etc. with ability to override as appropriate.	
R	124. Support grant reimbursement billing.	
R	125. Support multiple invoice and statement formats including custom formatting options.	
R	126. Apply a single payment to multiple receivables.	
R	127. Ability to email invoices and statements.	
I	128. Describe collections management functionality.	
R	Fixed Assets/Inventory	Response
R	129. Track fixed assets by category, grant/fund, department, location and purchaser.	

	Functionality	Response
R	130. Track grant-funded assets with special disposal rules.	
R	131. Track non-capitalized assets that fall under the capitalization level, e.g. small and attractive.	
I	132. Generate sequentially numbered barcode-scan able asset tags;	
I	133. Capitalized asset inventory and audit functionality.	
R	134. Track loss or gain on sales of an asset.	
I	135. Describe basic inventory management functionality.	
R	Human Resources (single entry database)	Response
R	136. Position control management and history with date effectivity functionality.	
R	137. Full employee master file functionality including user defined fields and the ability to track issued equipment.	
R	138. Track multiple dates in employee master, e.g., original hire date, position dates, benefit dates, increase dates, etc.	
I	139. Import applicants from recruiting software.	
R	140. Describe available onboarding management functionality.	
R	141. Modifications to employee record in human resources module flows through to payroll and timekeeping.	
I	142. Pay rates and compensation management including rules-based increases and ranges.	
R	143. Employee self-service functionality that includes: <ul style="list-style-type: none"> ▪ Online leave requests ▪ Time entry ▪ W 4 Changes ▪ Online open enrollment ▪ View and reprint W2's ▪ View pay ▪ View leave balances ▪ Personal Information 	

	Functionality	Response
I	144. Manager Self-Service: view staff leave balances, approve leave requests, performance reviews, notifications, etc.	
I	145. Ability to post notifications to groups or all employees via ESS/MSS portals.	
I	146. Job description library.	
R	147. Leave policy support with different accrual rates by department, job description, classification, etc.	
R	148. Support comp time eligibility rules at department level	
I	149. Rules-based leave bank donations. Must have a minimum of hours banked after donation. Cap donated hours in a 12-month period.	
R	150. Performance review management; review form templates, review dates, annual reviews, next review date, file attachments to employee record, etc.	
R	151. Electronic personnel action form with rules-based workflow and electronic signature.	
R	152. Rules-based eligibility for benefit elections by employee group.	
R	153. Manage long-term disability including eligibility.	
R	154. Effective date changes for all transactions; salary tables, pay rates, benefits, etc.	
R	155. Track employee longevity based on hire date (years) with override capability.	
R	156. FMLA tracking and management features.	
R	157. Performance review management functionality.	
R	158. Grievance management and tracking.	
R	159. Ability to track HR department request, e.g. employee calls, requests, etc.	

	Functionality	Response
R	160. Describe available training management functionality.	
I	161. Track and manage mandatory training, certifications, licenses, expiration and renewal dates, with automated reminders.	
N	162. Skills repository features.	
I	163. Electronic checklist or wizard to manage separation or off boarding process including configurable workflow.	
	Payroll	Response
R	164. Support Payroll for multiple Departments	
R	165. Multiple pay types including: <ul style="list-style-type: none"> a. Stipends (may be based on % of pay) b. Education pay c. On call d. Standby e. Bilingual f. K9 g. Equipment/uniform allowances h. Fringe benefits i. Bonus j. Multiple pay levels 	
R	166. Interface with multiple systems for timekeeping import, e.g. NOVAtime. Alternatively, provide one solution for timekeeping?	
R	167. Support bi-weekly pay cycles.	
R	168. Define complex overtime, step pay, shift premiums and holiday pay rules and calculations based on employee groups and shift schedules, e.g. 9/80, 4 10's, 8, 9, 10 or 12-hour shifts, including sheriff departments.	
E	169. Describe available functionality that supports staff scheduling for Public Safety, including shift rotations, rostering, shift swaps, minimum staffing levels, etc.	
R	170. Manage complex pay and benefit cost allocations to projects, grants, etc.	
R	171. Calculate and track OT for exempt employees.	
R	172. Support multiple pay calculations.	

	Functionality	Response
R	173. Accrue comp time earned in quarter hour increments	
I	174. Describe basic time capture functionality, e.g., via self-service for exempt employees.	
I	175. Enter mass/bulk changes that affect all employees or a subset of employees with ability to review before updating.	
R	176. Leave without pay administration.	
R	177. Assign multiple earnings and deduction codes per employee per pay period.	
R	178. Process retroactive pay and associated impacts on contributions and deductions and reporting to benefit providers.	
R	179. Electronic reporting to Social Security, IRS, and Workers Comp.	
R	180. Manage monthly earned vs. paid data for Utah PERS.	
R	181. Describe rules-based garnishment management features. Calculations based on adjusted gross pay; deductions cannot exceed 50% of income without approval. Amounts may vary each pay period.	
R	182. Generate W2s and make available via employee self-service portal.	
	Reporting	Response
R	183. List available reporting and query tools.	
R	184. Ad-hoc reporting functionality.	
R	185. Library of standard reports for all modules.	
R	186. Ability to modify and save standard reports.	
I	187. Capability to produce presentation quality reports.	
R	188. Support local, State of Utah, and federal regulatory reporting requirements.	

	Functionality	Response
R	189. Filterable reporting and queries. Drop down lists or drag and drop criteria selection preferred.	
R	190. User-level security flows through to queries, reports.	
R	191. Drill down capability within reports and dashboards.	
I	192. Point in time reporting.	
N	193. Ability to mask personal data in reports.	
R	194. Generate reports in multiple formats, e.g. HTML, PDF, Excel, Word, etc.	

Exhibit C – Pricing Summary

Use this template as Section 3 of your response to provide pricing for the software in scope. Provide pricing for both Hosted and Multi-Tenant SaaS options if available. Additional supporting documents may be provided to the summarized information. Pricing must be fully comprehensive, complete, and list any available discounts.

Uintah County		
Software Pricing Proposal –SaaS or Hosted		
Software		Assumptions
General Ledger		
Budgeting		
Project and Grant Accounting		
Purchasing		
Accounts Payable		
Accounts Receivable/Cash Receipts		
Fixed Assets/Inventory		
Human Resources		
Payroll		
Reporting		
Other (Please list)		
Sub-Total Software		
Implementation Services		Assumptions
Implementation		
Data Conversion		
Training		
Report Development		
Integration		
Travel		
Other		
Sub-Total Implementation		
Maintenance		Assumptions
Year 1		
Years 2 through 5		
Sub-Total Maintenance		
Total		Software, Implementation, Maintenance

Exhibit D

Customer References - Existing

Item	Response
Client Reference No. 1 - Existing	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products, Modules, Services Provided by Vendor	
Implementation Kick Off Date	
Go Live Date	
Rationale for Including the Specific Reference	
Name of Prior Replaced/Upgraded System	
Client Reference No. 2 - Existing	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products, Modules, Services Provided by Vendor	
Implementation Kick Off Date	
Go Live Date	
Rationale for Including the Specific Reference	
Name of Prior Replaced/Upgraded System	
Client Reference No. 3 - Existing	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products, Modules, Services Provided by Vendor	
Implementation Kick Off Date	
Go Live Date	
Rationale for Including the Specific Reference	
Name of Prior Replaced/Upgraded System	

Exhibit D Customer References - Prior

Item	Vendor Response
Client Reference No. 1 - Prior	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products, Modules, Services Provided by Vendor	
Implementation Kick Off Date	
Go Live Date	
Reason Reference is No Longer a Customer	
Name of Prior Replaced/Upgraded System	
Client Reference No. 2 – Prior	
Name	
Number of Employees	
Population	
Contact Name	
Contact Title	
Contact Telephone Number	
Contact E-mail Address	
Products / Services Provided by Vendor	
Implementation Kick Off Date	
Go Live Date	
Reason Reference is No Longer a Customer	
Name of Prior Replaced/Upgraded System	