

**REQUEST FOR PROPOSALS**  
**ACCOUNTING ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE**  
**CITY OF POWDER SPRINGS, GEORGIA**  
**RFQ # 22-010**

**A. INTRODUCTION**

The City of Powder Springs, Georgia is seeking sealed proposals from interested service providers for a comprehensive cloud-based accounting system.

Sealed proposals shall be received by no later than **noon EDT on Tuesday, Aug. 16, 2022**, at the City of Powder Springs Police Department, 1114 Richard Sailors Parkway, Powder Springs, Georgia 30127, sent to the attention of Kelly Axt, City Clerk. Late submittals will not be accepted.

The deadline for submission of questions shall be **noon EDT on Friday, Aug. 5, 2022**. All questions shall be submitted to the attention of Kelly Axt, City Clerk, at [kaxt@CityofPowderSprings.org](mailto:kaxt@CityofPowderSprings.org). Vendors shall submit an **original and four (4) copies** of the proposal along with an electronic copy of the proposal.

This solicitation and any addenda are available for download in PDF format on the City of Powder Springs website. [www.cityofpowdersprings.org](http://www.cityofpowdersprings.org). It is the responsibility of prospective bidders or offerors to check the website periodically prior to the bid opening date for any revisions to the solicitation made by addenda.

The City reserves the right to reject any or all proposals, and to waive any informality or technicality in bidding in order to purchase in the best interest of the City.

**B. BACKGROUND**

The City of Powder Springs is located in southwest Cobb County and is a member of the ten-county Atlanta Regional Commission. The city is located approximately twenty-two miles west of Atlanta and approximately twelve miles southwest of Marietta. Powder Springs encompasses approximately 4580 acres (approximately 7 square miles).

The City's population is currently estimated at 15,758, ranking it fifth amongst Cobb County's six municipalities. The citizenry is quite active and there has been a great emphasis on transparency in local government and easy access to public records.

**C. SCOPE OF SERVICES**

The city is requiring that responding vendors propose a complete ERP solution, including software, hardware specifications, project management, and other technology services for the entire scope of the project that may or may not include components owned by the vendor. **The city is only interested in a true cloud-based solution.**

An outline of the required software system solution has been provided as follows:

**Software:**

- Accounts Payable
- Accounts Receivable & Miscellaneous Billing
- Bank Reconciliation
- Budgeting
- Cash Receipting
- Fixed Assets
- General Ledger
- Payroll
- Project and Grant Accounting
- Purchasing
- Time & Attendance
- Sanitation and Stormwater Billing (no metered services)
- Report Writer
- Property Tax Billing (strongly encouraged but not required if you can implement an integration with the existing software)
- Georgia Occupation Tax and Business Licenses
- Any other necessary software components to support the proposed Core Application Software solution

**Services:**

**Required Services**

- Project Management
- Hardware design and installation consulting
- Software Installation
- Data Conversion
- Report Development
- Integration and Interface Development
- Software Modifications
- Implementation and Training Services
- Change Management
- Knowledge Transfer to Staff
- System Documentation Development
- Operational Redesign Assistance (if needed)
- Ongoing Support and Maintenance Services

**Optional Services**

- Ongoing Subscription Services

**D. GENERAL SYSTEM GUIDELINES**

1. Software may be configured but the base software must be uniquely designed for governmental fund accounting.
2. Software must be cloud-based (not just hosted on vendor's service.)
3. The city views the change management a critical component of the project's success.
4. Internal (system) process flow with approvals and document storage is required.
5. All converted data must maintain its source characteristics (transaction type, date, etc).
6. Any modules that cannot be implemented must be disclosed along with a plan to integrate to the current software.
7. Testing, training, and documentation shall be included as part of the project.

**D. TERM OF AGREEMENT**

The initial term of the agreement will be for one (1) year. The City, at its discretion, may extend the agreement for up to ten additional periods of one (1) year each if agreeable to both parties.

**E. PROPOSAL CONTENTS**

To standardize responses and simplify the comparison and evaluation of responses, all proposals must be organized and submitted in the format listed below. Straightforward, precise, and clear language is preferred over many pages of details and specifications. The City of Powder Springs reserves the right to request further information, contact client references, and require interviews with any responding firm.

**1. Authentication Letter**

Include a cover letter signed by an official authorized to solicit business and enter into contracts that summarizes the proposer's interest in providing the service and demonstrates an understanding of the overall intent and requirements of the RFP. The cover letter shall include the name, address, email address, and phone number of person (s) authorized to represent the organization.

**2. Company Background**

Provide information on company background to include the following:

- a. Organization's local name, address, and phone number.
- b. Contact person, phone number, and e-mail address.
- c. Number of years in business.
- d. Size of organization (number of employees)
- e. Name of person(s) that will be involved in coordination, management, and provision of the services that will be performed under this contract. Provide information on their background, qualifications, and experience in providing these services.

**3. Relevant Experience**

- a. Provide detailed information on the organization’s background and experience in providing similar Accounting Enterprise Resource Planning systems.
- b. Provide a minimum of three (3) references where your organization has provided the proposed ERP system to other governmental entities that are comparable in size, complexity, and functionality as required by the City of Powder Springs. Include the reference name, size and type of organization, address, contact name, and contact information including e-mail address.

**4. Methodology and Approach**

Provide information on the methodology and approach that demonstrates how your organization will provide and manage ERP support services.

- a. Include a statement demonstrating the understanding of the overall intent of the RFQ and describe the approach and methods to be used to successfully provide and implement this service.
- b. Provide information on the technical environment that is required to install, operate, and support the proposed ERP solution.

**5. Proposed Software Solution**

Provide detailed information on of your proposed ERP solution that addresses the required software system and service requirements set forth in **Section C. – Scope of Services**.

**6.. Cost**

Cost will be negotiated with the provider determined to possess the qualifications and capacity to provide the ERP software that best meets the needs of the city. If acceptable pricing cannot be reached, the city will advance to the next most suitable provider.

**F. EVALUATION/AWARD CRITERIA**

Proposals will be reviewed for responsiveness to this RFQ by an Evaluation Committee and evaluated based on the following factors. Factors are listed in order of relative importance. After evaluations are completed, the proposals will be ranked, and the award made to the firm whose proposal has been determined to be most advantageous to the city. Negotiations will be conducted with the organization submitting the highest ranked proposal for the purpose of reaching an agreement on a price that is fair, competitive, and reasonable. The committee's recommendation will be forwarded to City Council for final consideration and contract award.

During the evaluation process, the city shall have the right to request any additional information and system demonstrations that is determined to be relevant to the listed evaluation factors and necessary for a thorough evaluation.

1. Company Background and Relevant Experience
2. Proposed Software Solution/Functionality
3. Methodology and Approach