JEFFERSON COUNTY DEPARTMENT OF HEALTH
401 14TH STREET SOUTH, BIRMINGHAM, ALABAMA 35233
205-930-1032/ 205-930-1060 fax

Hazel Collins
Purchasing Agent

September 30, 2019
RFP #20-10-02
REQUEST FOR PROPOSAL

Sealed proposals for **Financial Management System** will be received by the Purchasing Agent, Jefferson County Department of Health, General Service Annex, 401 14th Street South, Birmingham, AL 35233, until 10:00 a.m., Thursday, October 17, 2019, at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.jcdh.org (go to the **ABOUT** header and click on **BIDS),** or by visiting the Purchasing Office at the address shown above, or by calling (205) 930-1961, fax (205) 930-1060 and requesting a copy be mailed to you. Any addenda will be available on the internet. Bidder is responsible for checking for addenda until bid opening date. Addenda will be mailed only to those vendors who were provided a copy in person or by mail.

All proposals must be submitted on Bid Form in a sealed envelope indicating **"SEALED BID – RFP #20-10-02 Financial Management System"** with opening date and bid number printed on outside of envelope.

All bidders **must** complete and return the notarized State of Alabama disclosure form included in the bid package <u>and</u> the Addendum to Bid Agreement Contract; and **must** provide a copy of their E-verify certificate with the assigned number from the U.S. Department of Homeland Security and all other documents listed in the enclosure.

It is <u>required</u> for any contract/purchase exceeding $10,000.00 that the bidder submits with their bid either certified check, a cashier's check or a bid bond payable to the Jefferson County Department of Health in the amount of $500.00. In order for any bid award to be considered that exceeds $10,000, it must be accompanied by an acceptable bid bond or check. Bid bonds will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of the award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening. Jefferson County Department of Health is exempt from all tax. This statement in no way is to be construed as relieving a seller or contractor from paying any tax assessed to him as a seller or contractor.

Jefferson County Department of Health (JCDH) expressly reserves the right to reject any or all proposals, or parts of proposals and to make the award all or none or per line item on the merit and/or feature of method and quality, delivery, and service availability as the best interest of the Jefferson County Department of Health appears.

Jefferson County Department of Health reserves the right to require documentation that each bidder is an established business and is abiding by the ordinances, regulations, and laws of their community and

the State of Alabama. If you are required by any regulatory agency to maintain professional license or certification to provide any product and/or service solicited under this Request for Proposal (RFP), the JCDH reserves the right to require documentation of current license and/or certification before considering and awarding the bid.

COMMUNICATION DURING BID EVALUATION
There shall be no communication during the evaluation period between any vendor and JCDH agency requisitioning the good or service to be procured. Any communications, written, oral, or electronic between the vendor and the requisition agency must come through the Division of Purchasing Buyer administering the RFP.

QUESTION/INQUIRY
Telephone inquiries with questions regarding clarification of all specifications of the RFP will not be accepted. All questions concerning the bid product and/or service specifications must be e-mailed to Glenda Smith at glenda.smith@jcdh.org. Please reference the RFP number and Question/Inquiry in the e-mail subject.

LETTER OF NOTIFICATION
All bidders of this RFP are request to reply via email to notification of Intent indicating that they intend to submit a proposal. Only those bidders submitting the Notification of Intent will be advised of any clarifications, addendum, and answers to inquiries and/or questions pertaining to this RFP. The email of Notification of Intent can be emailed to glenda.smith@jcdh.org. Please reference the RFP number and Notification of Intent in the e-mail subject.

PROJECTED SCHEDULE OF EVENTS
Jefferson County Department of Health reserves the right to adjust the following schedule of events where needed to benefit the County

Announcement of RFP	September 30, 2019
Deadline for Bidder's Questions	October 7, 2019 at 4:00 pm CST
Deadline for Notification of Intent	October 7, 2019 at 4:00 pm CST
Deadline for Bidder's Answers	October 10, 2019 at 4:00 pm CST
RFP due Date & Public Opening	October 17, 2019 at 10:00 am CST

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Hazel Collins, Purchasing Agent

HC/gs

BN: 10-04-19

Enclosures

REQUEST FOR PROPOSAL

STATEMENT OF PURPOSE

The Jefferson County Department of Health is seeking a new web-enabled financial management system which includes integrated general ledger with encumbrance accounting, budget system, purchasing/payable, inventory/stores, fixed assets, accounts receivable and project/grant management solution for governmental use as described in this RFP. The optimum solution is one packaged solution that serves all functional areas described in this document.

The scope of a new system will depend on the specific characteristics of proposed systems as well as price. The purpose of this request is to solicit detailed information from prospective vendors about their capabilities to provide such systems. The tentative target date for go-live is October 1, 2020.

JCDH'S EXPECTATIONS

It is the intent of the Jefferson County Department of Health to award a contract or contracts, wherein the <u>responsible</u> firm(s) are expected to implement the selected solution(s) in a production environment while meeting JCDH's technical requirements for the duration of the contractual agreement, after which the remaining contract will be for support and maintenance. **The firm(s) must provide documentation that they have the experience and personnel to handle all aspects of this contract as deemed necessary by JCDH.**

BACKGROUND

The Jefferson County Department of Health located in Birmingham, Alabama serves a population of about 660,000 residents. JCDH provides primary and limited specialty care and core public health services to county residents. The mission of the Department is to prevent disease, assure access to quality health care, promote a healthy lifestyle and environment, and protect against public health threats.

CURRENT SYSTEM

JCDH currently uses Mitchell Humphrey Financial Management Software. This is an on-premise solution providing centralized processing of general ledger, budgetary control, budget forecasting, encumbrance accounting, fund accounting, accounts payable, cash disbursement, reconciliation, revenue, fixed assets, purchasing and inventory control.

CURRENT CHALLENGES

 Challenges faced with JCDH's current financial management system are:
* Lack of integration with Paycom, our cloud-based Human Resources Information System
* Lack of integration with Athenahealth, our current clinical electronic medical record system
* Lack of integration with Dentrix, our current dental electronic medical record system

DESIRED SYSTEM

JCDH is looking to implement a web-based, modern financial management system with the following:

- User-friendly system which includes dashboards where information is easily obtainable by the users
- Excellent reporting capabilities
- Ability to use current Payroll/HR position data to produce salary and benefit budget forecast
- Ability to convert our expenses into alternate cost coding to be sent to the Alabama Department of Public Health on a monthly basis
- Ability to use the new system with mobile devices, desirable

CURRENT TECHNICAL ENVIRONMENT
JCDH's current technical environments are as follows:
Network Infrastructure Configuration (LAN, WAN & Internet)
The network consists of a four sites with multiple 250mb data circuits and a single 250mb Internet connection and enterprise firewall (active/standby).

Web Browser Standard - A variety of web browsers are used in the environment including Microsoft Internet Explorer, Microsoft Edge, Mozilla Firefox

Data Center - The data center facility is located at the Health Departments primary office location and with dedicated air conditioning and basic fire detection & suppression mechanisms.

Data Network - A wired network exist at all four locations, as well as, an 802.11 a/c wireless connectivity with only limited coverage in certain portions of the buildings.

Server & Operating System Standard - The server environment consist of traditional standalone systems, as well as, VMWare and Hyper-V and is a mixture of current and legacy versions of Microsoft Windows Server operating systems (2012-2016).

Storage & Backup Environment - Backups are achieved using a Veritas Backup Exec Software with HPE MSL3040 Tape Library. Local backups are completed on a daily basis and replicated offsite to a VNX5300 located at one of our external clinic locations.

DRP/BCP Environment - The disaster recovery (DR) environment is located at one of our external clinic locations. Backups are replicated to the DR Site on a routine basis and serve as the primary means to recover the environment in the event of a disaster. Data is generally retained for a period of one (1) year.

Workstation Standard - JCDH has approximately 800 desktops, 150 HP Laptops and 50 MS Surface Pro tablets using a mixture of Microsoft Windows 10 & 8. All workstations are protected with Symantec Endpoint Protection with weekly Microsoft updates via Microsoft WSUS updates services.

Google Chrome is NOT Supported

The technology environment is supported by a combination of internal IT staff and external vendors. The Health Department servers are supported by its IT Staff.

PROPOSAL EVALUATION CRITERIA
JCDH will review all proposals with particular emphasis on the following:
1. Vendor's previous record of performance and service, including available support and response time; variety and depth of service available; and experience in the industry.
2. Ability to complete implementation of the system within a reasonable and satisfactory timeframe.
3. Availability of vendor support team for troubleshooting and ongoing consultation with the Department.
4. Conformance to required contract provisions.
5. Company size, financial strength and stability.
6. Service aspect of proposal.
7. Service philosophy, particularly training of Department representatives.
8. Customer relations.
9. Warranty of the completed system.

JCDH will be the sole judge of the appropriateness and completeness of any and all proposals and reserves the right to reject any and all proposals that do not provide the information requested. Neither the Department nor any agent of the Department shall be obligated in any fashion by any response(s) to this RFP. The Department reserves the right to negotiate those issues not included in the proposal document.

AWARD
Jefferson County Department of Health will develop an evaluation team to evaluate this RFP. The evaluation criteria listed in the proposal shall include; but not limited to, the scope of work defined in the RFP. JCDH will require a demonstration before the RFP is awarded. JCDH reserves the right to use the demonstration as a factor in the award. JCDH shall evaluate and make the award on the proposal that is determined to be in the best interest of Jefferson County Department of Health.

TERMINATION
The bid may be terminated by JCDH with a thirty (30) day written notice of cancelation to the other party regardless of reason. Any violation of this agreement shall constitute a breach and default of this agreement. Such termination shall not relieve the contractor of any liability to JCDH for damages sustained by virtue of a breach by the contractor.

PRICE
Price will remain firm for the entire duration of the bid period. Price is to include **all** related fees. Invoice(s) must be itemized and billed after delivery/completion.

TAX

Jefferson County Department of Health is exempt from all tax. However, bidder shall be responsible for any tax that may be levied or assessed by reason of this transaction.

INTERPRETATIONS

No modification, deviation, substitution or other such changes will be made without JCDH's prior written approval. The Jefferson County Department of Health reserves the right to reject any or all proposals submitted and to make the award in the best interest of JCDH.

ADDITIONS TO CONTRACT

JCDH has attempted to list all components related to RFP for **"Financial Management Software"** that will be required during the term of the contract. However, JCDH reserves the right to purchase additional items/services as needed from the successful bidder as it relates to this scope of work for this said project.

INSURANCE

Bidder shall furnish to the Board upon execution of this Agreement, a certificate of insurance as evidence of adequate professional and public liability insurance insuring vendor, the Board and Board's agents and employees as additional insured.

RFP proposals will be rejected if there is reason to believe that collusion exists among the bidders. No participants in such collusion will be considered in future proposals for the same work.

Bidder must have all necessary business licenses as required by the State of Alabama and Jefferson County. All items must conform strictly to the specifications and shall be subjected to evaluation upon acceptance. In the event that any item is deemed unacceptable or not in conformity with the specifications, items will be rejected and items of proper quality as set forth in these specifications shall be furnished in place thereof at the expense of the successful bidder.

No bidder shall be allowed to offer more than one proposal for the said project. If said bidder should submit more than one proposal for the said project described therein those proposals shall be rejected.

INCURRING COSTS

The Jefferson County Department of Health will not be liable for any costs incurred by a vendor in developing proposals, presentations, demonstrations, or any other activity in responding to this RFP.

TABLE OF CONTENTS

A table of contents should be provided and allow for easy access to all proposal components.

PROPOSALS

Proposals should be structured in such a way to address the ability to answer all objectives of the RFP in the order as listed in the scope of work sections of the RFP.

NUMBER OF PROPOSALS

One (1) signed original, three (3) copies and one (1) electronic copy (CD/DVD/Flash drive) submitted with proposal package. Proposals shall be prepared in accordance with the Proposal Format in the following section. Proposals not complying with this format may be considered non-responsive and may be removed from consideration on this basis.

<u>GUARANTEE</u>
Bidder certifies by bidding that bidder is fully aware of the conditions of service and purpose for which item(s) included in this RFP are to be purchased, and that their offering will meet these requirements of service and purpose to the satisfaction of the Jefferson County Department of Health and its Agent.

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<u>SCOPE OF WORK</u>

The scope of work and requirements of the Jefferson County Department of Health (JCDH) are listed within this section. Proposals must be submitted in the format outlined in this RFP.   The vendor may reference or attach additional materials or documentation with the submission.

1.1 Executive Summary

Include an executive summary with your understanding of the project and an overview of your solution.

1.2 Vendor Questionnaire

1.2.1 Bidder to provide a copy of your audited Financial Statements and/or Annual Report for the most recent two years.

1.2.2 Bidder to provide a brief statement of your company's background, organizational structure, size, evolution of product line and scope of services.

1.2.3 Bidder to provide any comments concerning features which you feel distinguish your system from that of other vendors.

1.3 Technical Questionnaire

A. General
- 1.3a   Describe the hardware requirements for your software package.
- 1.3b   Describe the solution software platform (Oracle, SQL, other….).
- 1.3c   Describe your system integration capabilities.
- 1.3d   Does the system come with a report writer?
- 1.3e   Describe system controls used to ensure data integrity.
- 1.3f   Describe the type of audit trails used by the system.
- 1.3g   Describe the system access security.

B. If cloud solution, please provide the information below:

1.3.1.	Identity Management	Provider must have its own identity management system to control access to information and computing resources. Please provide details regarding these controls.
1.3.2.	Physical and Personnel Security	Provider must ensure physical machines are adequately secure and that access to these machines, as well as all relevant customer data, is not only restricted, but that access is documented. Please provide details of these controls.

1.3 Technical Questionnaire (Cont'd)

B. If cloud solution, please provide the information below (Cont'd):

1.3.3.	Application Security	Provider must ensure that applications available as a service via the cloud are secure by implementing testing and acceptance procedures for outsourced or packaged application code. It also requires application security measures be in place in the production environment. Please provide details of these controls.
1.3.4.	Security Certification	Provide a list of security certifications you hold along with a copy of each.
1.3.5.	Architecture and Software Isolation	The cloud provides services via an abstraction layer – a web portal. Behind this abstraction layer is a hidden world of complexity that includes firmware, hypervisors operating systems, virtual machines, user portals, charge back and metering systems, provisioning, orchestration and other essential functions.
	1.3.5a.	Provide detail on how the Software Solution will protect JCDH data from an attack surface created by new functionality and software.
	1.3.5b.	Provider must describe how software isolation is ensured. All public sector cloud data must be isolated from shared systems, databases and applications. Please provide details for these controls.
1.3.6	Data Storage & Protection	All public sector cloud data must reside in the continental United States.
	1.3.6a.	Provide all geographical locations where JCDH's data will be stored including hot sites in the event of system failure.
	1.3.6b.	List the type of encryption used to secure the data.
	1.3.6c.	Detail how the data is protected against leaks.
	1.3.6d.	Provide a list of vendor employees by position and third parties that can access JCDH data.
	1.3.6e.	Provide a copy of the procedure for regulating access to the data.

1.3 Technical Questionnaire (Cont'd)

B. If cloud solution, please provide the information below (Cont'd):

1.3.6	Data Storage & Protection	All public sector cloud data must reside in the continental United States.
	1.3.6f.	Provide a list of formats in which the data can be stored and converted.
	1.3.6g.	Provide the data backup schedule(s).
	1.3.6h.	Provide the method by which JCDH's data will be sanitized from your storage when contract is terminated, to include back-up copies.
	1.3.6i.	Provide a copy of the vendor's disaster recovery plan.
	1.3.6j.	Provide the process used to vet technicians.
1.3.7	Data Availability	Regular and predictable access by JCDH to its data and applications must be assured. The Vendor must have a method for providing continued operations for JCDH if the Vendor's operations are unexpectedly shut down. Additionally, the Provider must have a method to return all data to JCDH if the Provider ceases to be in business or is shut down. Please provide details of these controls.
1.3.8	Business Continuity & Data Recovery	Provider must have Business Continuity and Data Recovery Plans in place to ensure service can be maintained the event of disaster or emergency to ensure any data loss is recovered. Please provide JCDH with details of these plans.
1.3.9	Incident Response	Provide a copy of your Incident Response Plan. Provider must detail any circumstance that could cause JCDH's data to be inaccessible such as a subpoena, litigation or e-discovery for another customer's data or
1.3.10	Compliance & Privacy	All public sector cloud data must reside in the Continental United States.

1.3 Technical Questionnaire

1.3.10a.	Provider must provide a Software Solution that will enable its customers to comply with the numerous regulations pertaining to the storage and use of data, including federal and state laws and regulations such as the Federal Information Security Management Act (FISMA), the National Archives and Records Management Act (NARMA), Payment Card Industry Security Standard (PCI DSSS), the Health Insurance Portability and Accountability Act (HIPAA), and the Sarbanes – Oxley Act, among others. The Software Solution must provide regular reporting and audit trails, as required by many of these regulations. Cloud providers must enable its customers to appropriately comply with these regulations. Please provide details of these controls.

1.3.10b.	Provider must ensure that all critical data (personnel-related data, for example) are masked and that only authorized users have access to data in its entirety. Digital identities and credentials must be protected, as should any data that the provider collects or produces regarding customer activity in the cloud. Please provide details on these controls.

1.3.10c.	JCDH data will not be used for vendor advertising or other promotional purposes. JCDH data will not be sold to third parties. Please provide details of these controls.

1.3.10d.	Provider must have the ability to preserve, identify, collect, process, analyze and produce all forms of electronic files. All public sector cloud data must be discoverable in accordance with State and Federal laws. Please provide details of these Controls.

1.3.10e.	Provider must comply with Alabama statutes when dealing with legal issues, such as contracts and e-discovery.

1.3.10f.	In addition to producing logs and audit trails, the Provider must work with JCDH to ensure that these logs and audit trails are properly secured and maintained for as long as JCDH requires, and are accessible for the purposes of forensic investigation (e.g., e-discovery). Please provide details of these controls.

2.1 Financial Management Software Questionnaire

Financial Management Software Questionnaire Requirement	Available	Available with Modification	Not Available
2.1.1 General			
1. Provide custom user-specific startup screens based on user rights / preferences, including ability to store user-specific tasks on startup screen.			
2. Ability to integrate with Microsoft Office Suite for copying, pasting and export functionality.			
2.1.2 Online Lookups / Screens			
1. Provide an easy to use and navigate client (e.g., uses features found in web browsers such as hyperlinks, favorites/ bookmarks, forwards/backwards).			
2. Provide the ability to search the database by a wide variety of fields (virtually any field in the database) as part of the standard on-line look-up capabilities. If only a limited number of fields are provided, please list them. Also, needs to retrieve similar spellings of word when searches are done.			
3. Allow the standard search to be customized by our institution (customization of fields one can search by).			
4. Provide a drill-down system with summarized information at the highest level and detail available at lower levels.			
5. Provide view-only capabilities to department managers without the ability to write to the database.			
6. Allow user-specific dashboards with drill-down capability.			
2.1.3 Data Entry			
1. Provide a document management system that allows the attachment of images, text and/or documents (e.g. word processing documents, email messages) to each account.			
2. Provide standard import/export capabilities.			
3. Provide a document scanning process so that a document (be it accounts payable, journal voucher, W-9, grant-related) can be scanned in via a 3rd party scanner, indexed by the system and posted to all related records quickly and efficiently.			
2.1.4 Security			
1. Provide a robust security system that allows groups of users to be established and specific permissions to be assigned to each group. Permissions must allow or deny access to view, insert, update or delete data by screen, table, field and value within a field.			

Financial Management Software Questionnaire Requirement	Available	Available with Modification	Not Available
2.1.4 Security			
2. Allow for segregation of duties based on security settings, i.e., tasks assigned to individuals.			
2.1.5 General Ledger/Reporting			
1. Provide a flexible user definable chart of accounts structure that allows easy clustering of types of accounts (i.e. via account segment) which can be changed over time.			
2. Provide a chart of accounts and trial balance reports based on user request.			
3. Provide a way to attach additional data (i.e. attributes) to account/project code that changes periodically (unit, department, purpose of account).			
4. Keep unlimited years of transaction data easily accessible.			
5. Prevent out-of-balance transactions from being assigned a transaction number or being posted to the general ledger.			
6. Be able to key in large journal entries into Microsoft Excel or comma delineated format and import into general ledger.			
7. Automatically post interfund entries for journal entries.			
8. Allow posting (primarily journal entries) to future periods.			
9. Allow for subsidiary companies and should automatically record consolidating entries.			
10. Allow user to run a journal entry report and view on screen prior to posting with the ability to edit the entry.			
11. Not allow editing of transactions already posted.			
12. Create an audit trail of all activities indicating the name of the user and the change being made.			
13. Have ability to correct transactions without compromising the resulting audit trail.			
14. Adjustments should link/tie back to the original transaction (including attachments).			
15. Have ability to drill down from transactional detail to original source documents in subsidiary ledgers.			
16. When drilling down into detail, must be able to quickly see posting date, reference, source of transaction and other pertinent information.			
17. Be able to view activity and balances online (vs. printing reports).			

Financial Management Software Questionnaire Requirement	Available	Available with Modification	Not Available
2.1.5 General Ledger/Reporting (Cont'd)			
18. Allow metric-driven budgeting, i.e., formula where user only inputs one piece and the system calculates the rest.			
19. Report writer feature that allows the creation of custom reports by users, incorporating data from multiple modules.			
20. Be able to filter information for reports using all account segments and/or attributes information.			
21. Generates internal financial statements that provide monthly financial status (budget to actual comparison for the month), year-to-date budget to actual analysis with comparative data for same period in the prior year.			
22. Generate financial statements without manual involvement that are in full compliance with the standards set forth by the Governmental Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP) for nonprofit organizations and other authoritative guidance/bodies.			
23. Allow for the preparation of periodic trend analysis comparing financial results for a number of years.			
24. Allow cross fiscal year reporting with online queries and reports.			
25. Allow for the customization of "canned" financial reports to quickly and easily satisfy ad hoc requests for information.			
26. Produce a statement of revenues and expenditures and a balance sheet for each fund, even though only one checking account is maintained for multiple funds.			
27. Have the capability of some audit reporting such as subsequent receipts and disbursements reports.			
28. Have a simplified monthly close process. Once a month is closed there must be a way to reopen to post audit or other entries to that period. Adequate system controls over this process must exist.			
29. Be able to keep multiple years open at the same time.			
30. Allow end users to run any reports provided by the system as long as they have the proper security credentials.			
31. Perform all necessary general ledger processing and reporting: asset, liability, revenue, and expense accounts Source and Uses of Funds (Cash Flow statement).			
32. Provide for automatic accruals and reversals.			
33. Allow forward posting and automatic reversal.			
34. Allow for flexible fiscal year processing.			

Financial Management Software Questionnaire Requirement	Available	Available with Modification	Not Available
2.1.5 General Ledger/Reporting			
35. Allow for posting of statistical amounts.			
36. Report writers for custom reports, including graphs and charts.			
37. Flexible account structure.			
38. 13 accounting periods (13th for year-end audit).			
39. Drill down from Cost Center/Account to A/P distribution or payroll for detail.			
40. Allow for recurring journal entry batches.			
41. Hierarchical structures can be defined that allow for reporting of individual as well as aggregate revenues and expenditures.			
42. Allow for validation of correct account segment combination.			
43. Allow for routing of journal entries for approval.			
44. Allow for journal entries to be posted in either summary or detail.			
45. Year-end closing of accounts and generation of balance forwards and encumbrances forward is an automatic process.			
46. Rules for year-end closing of accounts can be defined differentially for different types of accounts.			
47. Prevent out-of-balance transactions from being assigned a transaction number or being posted to the general ledger.			
48. Allow transactions to update both general and subsidiary ledgers immediately.			
49. Allow copying of prior batches for journal entry creation.			
50. Ability to report expenses in an alternate account structure.			
2.1.6 Project Tracking			
1. Allow project revenue and expense tracking across multiple years.			
2. Provide monitoring reports to show project to-date expenditures by month against budgets by defined category.			
3. Track an event/program across fiscal years without exporting data.			
4. Allow event tracking with ability to assign expenses to an event, resulting in financial statements by event.			
2.1.7 Grant Tracking			
1. Provide access to up-to-the-minute fund balance for each project with cost/income data.			
2. View year-by-year summary of budgeted and actual income and expenses.			

Financial Management Software Questionnaire Requirement	Available	Available with Modification	Not Available
2.1.7 Grant Tracking			
3. For each year of a fund's existence, drill down to see activity for each associated account.			
4. Allow drill-down to see detailed information on the individual transactions that were distributed to each account in a given year.			
5. Distribute transactions among funds using a spreadsheet-style journal entry facility.			
6. Track budgets that are associated with, but separate from, account budgets for each fund.			
7. Determine where fund money is coming from and going to.			
8. Allow unlimited pre-set budget distributions.			
9. Produce project-specific cost/income statements required by funding sources.			
10. Report project activity on a detailed or summary level.			
2.1.8 Budgeting			
1. Allow for the entering or importing of budget data and reporting of that data.			
2. Allow for detailed budgeting at the line-item level, i.e., individual salary level.			
3. Provide real-time budget to actual query capabilities for budget managers.			
4. Be able to maintain multiple versions of budgets for the same period to be used for what if analysis.			
5. Allow a 'budget copy feature' which would allow budget to be built based on prior periods actual expenditures or prior year budget.			
6. Allow for import of position information from the Payroll/HR System to forecast salaries and benefits.			
7. Allow computation of COLA, pension rate increases, tax rate increases, benefit rate adjustments, etc. within the budgeting system.			
8. Allow forecasts to be expressed in terms of percentage increases or decreases.			
9. Approved budget is automatically recorded for use by general ledger in new fiscal year.			
10. Support the budget creation process by allowing budget workbooks to be provided to departmental managers for input.			

Financial Management Software Questionnaire Requirement	Available	Available with Modification	Not Available
2.1.9 Accounts Payable			
1. Be fully integrated with general ledger and other system modules.			
2. Provide automated writing of checks.			
3. Provide adequate controls to prevent unauthorized check writing.			
4. Be able to edit posted invoices prior to payment processing.			
5. Have an option to void an invoice that would automatically reverse the invoice posting, with the adjustments being linked.			
6. Have ability to issue one check for multiple invoices to the same vendor, or separate checks for the same vendor in the same batch (i.e. we can select which option we want).			
7. Generate a register of checks written and ACH payments processed.			
8. Provide check renumbering capability in case checks are spoiled in printing.			
9. Allow selection of invoice to approve or pay based on criteria we define.			
10. Provide an option for manually issuing checks.			
11. Provide the capability to record and report on manual checks written. The manual check should be numbered, recorded and handled in the same manner as automated checks.			
12. Permit payment distribution to multiple accounts, including distribution to different cost centers, funds, programs, projects and grants.			
13. Allow distribution tables to be established and reused for invoice distribution.			
14. Flag apparent duplicate payments based on vendor and voucher amount and/or invoice number.			
15. Automatically check that general ledger account numbers entered are valid in the system chart of accounts.			
16. Notify accounts payable clerk if invoice is creating a negative balance for a project account.			
17. Provide for the encumbrance of monies in individual projects through the use of basic purchase orders. The encumbered amount must be considered when allowing invoices to be paid by a certain project.			

Financial Management Software Questionnaire Requirement	Available	Available with Modification	Not Available
2.1.9 Accounts Payable (Cont'd)			
18. Maintain open accounts payable records. Summary reporting of accounts payable by fund, cost center, division and account number, due-date, vendor address or any other user-defined attribute as required.			
19. Allow for date-to-date check registers. In addition, invoice registers must be able to be run based both on due date and on entry date.			
20. Provide for easy management of vendor data including vendors with multiple addresses, EIN's etc.			
21. Have ability to generate reports on vendor data and vendors by account.			
22. Provide user with a simple method of handling 'one-time' vendors.			
23. Notify accounts payable clerk of similar vendors already in system when new vendor is being created to minimize risk of duplicate vendors in system.			
24. Accept bank file for cash account to automate reconciliation.			
25. Provide capability to clear checks paid by the bank on a monthly basis and generate an outstanding check register.			
26. Provide a status report on checks written (paid, outstanding, reconciled, and voided).			
27. Provide reports (in addition to reports discussed above), including vendor activity reports, vendor year-to-date reports, aged accounts payable reports, cash disbursement journals and transaction registers.			
28. Provide 1099 reporting capabilities, including the ability to change coding after check is run.			
29. Maintain general information on each vendor, such as:			
a. Vendor name and address			
b. Federal Tax Identification or Social Security number			
c. Telephone, fax, usual default general ledger posting numbers, normal terms			
d. 1099 information			

Financial Management Software Questionnaire Requirement	Available	Available with Modification	Not Available
2.1.9 Accounts Payable			
30. Produce accounts payable vendor payments and supporting reports.			
31. Allow payments by check and debit entries.			
32. Specify bank account on invoice data entry. (Default to operating account)			
33. Allow term codes for discount percent or override discount amount at time of invoice data entry.			
34. Distribute each vendor payment over general ledger account(s).			
35. Track payment and invoice history for each vendor or check.			
36. Compile and produce 1099s for each vendor.			
37. Reporting by vendor, check history, aged invoice, open invoice, trial balance, etc.			
38. Drill down from invoice or check to see detail and general ledger distribution.			
39. Automatically check for duplicate payments (i.e. invoice number, amount, and payee number).			
40. Ability to secure attachments by user and type of attachment.			
41. Ability to merge vendors and modify vendor names without modifying check history.			
42. Interface with General Ledger, Bank Reconciliation, Fixed Assets, and Project Tracking.			
2.1.10 Miscellaneous Cash Receipts			
1. Be fully integrated with general ledger and other system modules, allowing easy distribution of cash receipts across multiple accounts/projects.			
2. Allow for the identification of where the cash receipts originate.			
3. Have the ability to correct transactions (coding, amounts, etc.) prior to final posting of the batch.			
4. Assign a session number to each receivable batch and a receipt number to each entry.			
5. Be able to produce reports which detail miscellaneous cash receipts activity.			
6. Track all receipts by bank deposit, in order to allow easy reconciliation and a strong audit trail.			

Financial Management Software Questionnaire Requirement	Available	Available with Modification	Not Available
2.1.11 Cash Receipts			
1. Account for cash receipts based on a cash and/or check deposit.			
2. Distribute an individual cash receipt across multiple projects and general ledger numbers.			
3. Track cash receipts by name, date, amount, and general ledger number.			
4. Allow for processing of bank adjustments and electronic transactions.			
5. Produce cash receipt reports for each deposit that show the amount and distribution of each cash receipt.			
6. Can receipts be printed immediately?			
7. Produce cash receipt reports for specified criteria (date ranges, YTD, monthly, etc.)			
2.1.12 Bank Reconciliation			
1. Allow processing of multiple bank accounts.			
2. Accept paid check data from bank download.			
3. Reconcile various checking accounts with bank statements.			
4. Interface with Cash Receipts, Accounts Payable, and General Ledger.			
2.1.13 Fixed Assets			
1. System has capability to record detail property records for all fixed assets including identification codes, commodity classification, acquisition data, supplier information, maintenance data, make, model, serial number, disposition data, asset useful life, and other user-defined information.			
2. System can store complete valuation data, including purchase, disposal, book, trade-in value, physical inventory date and other user-defined attributes.			
3. Ability to tie multiple assets to a project.			
4. Ability to print asset tags.			
5. Print reports by department, project, in-service date, type of asset, etc.			
6. Allow multiple methods of depreciation for each asset.			
7. Interface with General Ledger and Accounts Payable.			
8. Ability to change the class of asset. Example: from Construction in Progress to Building			
9. System can track an unlimited number of fixed assets.			

Financial Management Software Questionnaire Requirement	Available	Available with Modification	Not Available
2.1.14 Accounts Receivable			
1. An account or specific charge on an account can be interactively written off.			
2. Billing statements can be generated on-line.			
3. System provides for invoice and statement generation either all at once or individually as chosen by user.			
4. System has capability to designate separate billing addresses.			
5. Statements may selectively show either all prior transactions or only those since a user-specified date.			
6. Ability to customize and have multiple invoices to be chosen by user or by vendor.			
7. System has capability to age past due accounts.			
8. System has capability of creating items with description and account coding which would be auto filled when item is chosen during invoicing.			
9. System has capability to do recurring entries/invoices.			
2.1.15 Purchasing			
1. Purchasing requisitions can be entered on-line by any authorized user.			
2. System allows any authorized Purchasing user to terminate and complete purchase orders			
3. Purchase orders cannot be terminated without further Purchasing/Accounting authorization once purchase order has been issued.			
4. Each requisitioned item is automatically compared at time of entry to single or multiple budget accounts.			
5. System can encumber a single item to multiple accounts.			
6. System includes user customizable forms for purchase orders.			
7. Purchase orders can be printed automatically on plain paper upon completion.			
8. Change orders can be processed against an existing purchase order at multiple stages of the P.O.			
9. All open purchase orders can be queried on-line by vendor, buyer, account segment, and purchase order number.			
10. Items received and the recording of goods returned to the vendor can be tracked.			
11. Items to capitalize can be designated with an immediate update to Fixed Assets.			

Financial Management Software Questionnaire Requirement	Available	Available with Modification	Not Available
2.1.15 Purchasing			
12. Receipt of delivery can be recorded by receiving department so that payment can be made upon receipt of invoice.			
13. Buyer can be selected when requisition is entered based on commodity assigned to the buyer. Purchasing Agent can reassign buyer as needed.			
14. System provides complete on-line and hard copy reporting of purchase orders issued and goods received.			
15. An on-line list of vendors is available.			
16. An open encumbrance report by account number can be run at any time.			
17. An exception report created when the purchase order and/or receipt does not match the invoice keyed in Accounts Payable. The report should easily identify any issues that might not agree (i.e. price, quantity). The buyer would be able to see the exception and correct the problem, which would automatically release the invoice for payment.			
2.1.16 Inventory Management			
1. Ability to manage and track inventory flow including lot and expiration for vaccine. System should be able to use barcoding to track inventory.			
2. Authorized users should have the ability to enter an internal requisition using the correct expense account code which then creates a pick ticket for Central Stores personnel.			
3. Ability to purchase inventory items in one unit of measure but convert to another unit of measure when received.			
4. System should have a built in reporting feature with role specific viewing capabilities. Users should have the ability to report on any data entered within the system.			
5. Ability to alert Central Stores personnel to low inventory issues or other parameters as needed. The alert should be automated (via email, pop-up, etc.)			
6. System should have an on-line inventory supply catalog, including pictures. Inventory items should be accessible through drop-down or search when requisition is being entered.			
7. Ability to price inventory based on various methods (LIFO, FIFO, Weighted Average, etc.)			
8. System should have auditing trail capabilities which would track adds, deletions and modifications to the data.			

Financial Management Software Questionnaire Requirement	Available	Available with Modification	Not Available
2.1.17 Dashboards			
1. Ability to customize dashboards.			
2. Ability to create dashboards unique to user/role.			
3. Ability to email or distribute dashboards, as reports.			
4. Ability to schedule distribution of dashboard reports.			
5. Ability for dashboards to refresh automatically.			
6. Ability to create dashboards utilizing data from other software.			

3.1   Implementation Approach

Provide a description of your implementation approach.

4.1   Training

Provide a description of your training offerings, including class listing and description, course schedules, and locations.

5.1   Maintenance and Support

5.1.1   Define in detail, the availability and on-going support for your system, once installed.
  5.1.1a How many technical support employees does the vendor have?
  5.1.1b What are the hours of support (Central Standard Time zones)?
  5.1.1c Is telephone support provided?
  5.1.1d Is on-line support provided?
  5.1.1e Is a web site available?
  5.1.1f Define structure for customer support and response time after service call?
  5.1.1g How frequently are enhancements and fixes distributed?
  5.1.1h Is there a user group for this package?

6.1   Warranty

Provide warranty details

7.1 References

Bidder will furnish a minimum of three (3) client references that are similar in size and complexity to JCDH, ideally state or local governments that have licensed and implemented the proposed software within the past three years. Information should include name of organization, client contact persons (technical and user), address, telephone number, project completion date, software version implemented, proposed and actual implementation schedule and budget, software modules licensed and operating system environment.

8.1 Timeline

Bidder to provide the estimated time frame to complete implementation upon receipt of purchase order.

9.1 Cost Questionnaire

Identify duration of cost, e.g. one-time, monthly or annual. Provide complete cost itemizations. Subtotals and totals for each category on bid form provided in Section 10.1. Must include all hardware, software, and ancillary services, including but not limited to:

- Software (JCDH currently has 125 total users)
- Implementation
- Conversion
- Documentation
- Training: On-site and web based
- Ongoing technical support/maintenance costs, by year
- Additional Support Services
- Optional items

BID FORM FOR RFP #20-10-02
DUE: Thursday, October 17, 2019
TIME: 10:00 a.m.

Hazel Collins
Purchasing Agent
Jefferson County Department of Health
General Services Annex Building
401 14th Street South
Birmingham, AL 35233

Submitted below is my firm bid for specified services in accordance with your
RFP #20-10-02. **ATTACH THIS SHEET AS COVER SHEET TO YOUR COST PROPOSAL**

SECTION 10.1A PRICING CATEGORY DESCRIPTION	PRICE
Financial Management System as specified (Referenced in Section 9.1)	
Software	
Hardware	
Implementation/Conversion	
Annual Maintenance	
Training: On-site	
Training: On-offsite (Web based)	

SECTION 10.1B: OPTIONS: Price each item separately other options may be added as needed.

DESCRIPTION: **PRICE**

a._____ $ _____

b._____ $ _____

Other Options:

c._____ $_____

Attach additional itemized cost/explanation sheets to this cover sheet as needed.

Name of Company _____

Please enclose your business card with your bid.

Bidder acknowledges receipt of _____ *addenda.* This page must be returned with bid.
                            (addenda numbers)

_____   _____
Date of Bid   Name (print legibly or type)

_____   _____
Company   Title

_____   _____
Street Address   Signature

_____   _____
City   State   Zip   Tax ID Number

_____   _____
Post Office Box (Zip if different from street address)   E-mail Address

_____   _____
Telephone Number   Fax Number

_____   _____
Terms of Payment   Delivery Date

_____

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama, or leases for use in Alabama, are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama.

BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDIING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGE THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.