

**Request for Proposal
Accounting and Financial Management Software
Response to Questions
February 22, 2010**

1. Page 2 of the RFP lists “(14) contract compliance monitoring” as one of the modules required. Can you please elaborate the requirements?

Contract compliance monitoring refers to the capability to provide notice that invoices and purchase orders are within budget. It also refers to the ability to monitor invoices and purchase orders against executed contracts. Contract specific elements include, but are not limited to the following: service provider, tasks performed, time limits, financial activity, quantity and type of goods.

2. Inventory is stated as one of the modules required for the Accounting Functionality (Page 2). However we don't see any mentioning of Procurement / Purchasing functionalities. Please clarify if Purchasing/Procurement is required as part of the system. If not, please clarify the context of Inventory module requirement?

It is important that the accounting system can provide for inventory management; however, during the needs assessment it will be determined when this functionality needs to be implemented and how it will interface with procurement and purchasing.

3. Page 3 of the RFP has a section describing about Capital Project Management, which states that “This functionality will use data to provide for, interface with, and/or integrate with capital project software to provide information and reports applicable to project management.” Please clarify if Alamo RMA already has a Project Management Software and is only looking at the proposed Accounting Software to integrate with it or we need to propose for a fully functional project management solution along with accounting software.

The Alamo RMA does not currently utilize project management software. It is preferred that the accounting software will provide this functionality and/or interface with capital project software. Please describe what your accounting system is capable of providing for capital project management and its capability to interface with capital project software.

4. Other than Quickbooks, what are the other software solutions currently being used by Alamo RMA? Are there any integration needs of any other software with the proposed solution?

Other software that the Alamo RMA utilizes includes Microsoft Word, Excel and PowerPoint. The accounting software should be able to interface with the Microsoft Office software, primarily excel.

5. Page 4 – Software: RFP states that “The software license applies to a current need of ten users with access to read only and report writing capability. The number of users will increase in the future to approximately fifteen users within five years. Two people out of the current ten users will require input capability.” This means 2 users will have full access to all modules and 8 users will be read-only users who will only generate reports. Please confirm?

This is correct: two users will have full access to all modules and 8 users will be read-only users who will generate reports. This may be modified as appropriate to allow the 8 read-only users to have limited input capability if appropriate.

6. Data Conversion:

a. Can we assume conversion of financial statements balances to the new system and no history / transactions will be migrated?

It is assumed that all historical transactions for balance sheet accounts will be transferred. These transactions started in October, 2008. Balances only will be transferred for income statement accounts.

b. Do we need to migrate customer records? If so, can you please indicate the number of customer master records currently maintained?

A minimal amount of customer records will be migrated. These records pertain to active agreements with public and private entities. These records are typically applicable to contract information.

c. Do we need to migrate supplier records? If so, can you please indicate the number of supplier master records currently maintained?

A minimal amount of records will be migrated. These records pertain to active consultant work authorizations. These records are typically applicable to contract information

d. Are there any other data that require to be migrated to the new system?

No.

7. Page 8 of the RFP describes the scoring points on various areas. There is a 11% score allocated for local presence and HUB/DBE commitment. We don't have any office in TX; however we have active contracts with TX DIR and have partnered with few TX HUB organizations. We intend to sub-contract a % of the contract value to our HUB partners in TX and the same will be stated in our RFP response. Will this suffice the RFP requirement or it is mandatory for the prime bidder to have a local office in order to score the 11%?

It is not mandatory for the prime bidder to have a local office; however, the mix of local presence and HUB/DBE participation will have an impact on the score.

8. One of the requirements of the RFP is ‘Customer Relationship Management’. Page 4 of the RFP states that “The customer relationship management component will incorporate data and attributes of the aforementioned functionalities to develop reports and graphics that can be used to provide information to citizens, elected officials, Board members, and management for informative and decision making purposes.” If we understand this correctly, The county is looking to generate and present the data pertaining to Accounting, Financial Management in the form of reports to the Users which is termed as ‘CRM’. It doesn’t mean the typical CRM functionalities like Call center, IVR and related functionalities. Please confirm our understanding?

The Alamo RMA requires the software to be able to provide financial information, as well as, graphics and data applicable to project status, i.e., percent of completion, budgeted time and expenditures versus actual time and expenditures, etc. For the purpose of this proposal, a call center, IVR and related functionalities is not under consideration.

9. The RFP had the following statement on page 4 relating to Customer Relationship Management: “The customer relationship management component will incorporate data and attributes of the aforementioned functionalities to develop reports and graphics that can be used to provide information to citizens, elected officials, Board members, and management for informative and decision making purposes.”

QUESTION: Traditional CRM systems relate to tracking non-financial information. It appears you are looking for data and financial information to provide reports to the public. Is this correct?

The Alamo RMA will make reports available to citizens, elected officials, Board members, and management.

10. The RFP had the following statement on page 3 relating to Capital Project Management: “This functionality will use data to provide for, interface (Dashboard Application with, and/or integrate with capital project software to provide information and reports applicable to project management. Project management includes tracking the process of planning, organizing, and controlling a project. A component of the CRM functionality will provide user friendly reports pertaining to project budgets, project timelines, and actual versus budget costs and time. Information will in part be captured through job costing applications. In addition it will track resources needed to complete a job, provide information on actual versus projected budgets and timelines, expenditures will be tracked for; (1) total project costs, (2) segment or component costs of a project, (3) major costing categories such as construction, project

management, consultants, sub-consultants, change orders, and (4) other information that may be needed to effectively manage a project.

QUESTION: Are you asking whether our Fund Accounting system (that tracks and reports in detail, providing user-friendly projects reports/information) will interface with a capital project management system?

It is preferred that the accounting software will provide this functionality and/or interface with capital project software. Please describe what your accounting system is capable of providing for capital project management and its capability to interface with capital project software.

QUESTION: Could you provide additional information that will help us understand what you expect a CRM system to do and how you want it to work.

The Alamo RMA will make reports available to citizens, elected officials, Board members, and management. Currently, information provided to interested parties is prepared by manual process. To improve efficiency and timeliness of response, the Alamo RMA intends for the accounting software and interface with capital project software, if needed, to generate reports that provides at a minimum the aforementioned information.

11. On page 3 under Financial Management System Functionality: Financial Management. Financial reporting and analysis on an accrual and cash accounting basis. If GAAP is required for reporting, the accrual basis accounting will be used. Please elaborate on the “cash accounting basis” requirements.

The Alamo RMA will maintain its financial information in accordance with GAAP. For financial management purposes it would be helpful if the accounting software would have the capability to also provide information on a cash accounting basis, for financial reporting on a cash basis when required.

12. On page 3 under Financial Management System Functionality: Capital Projects Management (CRM) Dashboard Application. Is this referring to a specific Capital Projects Management system called CRM or is CRM referencing the “Customer Relationship Management” system solution mentioned in question #3 below?

There is no reference to a specific Capital Projects Management system. In this section, CRM is a reference to the customer relationship management component which will have the capability to develop reports and graphics that can be used to provide information to citizens, elected officials, Board members, and management for informative and decision making purposes.

13. On page 4 under Financial Management System Functionality: Customer Relationship Management. As part of the general software functionality, it suggests a web-based portal so that the public at large can access reports and graphics. Is

this correct? Please elaborate and explain the types of external access by the public and what reports are needed from this system? (Fund Sources, Citizens, Elected officials, Board members, Vendors?)

The Alamo RMA intends to make financial information and certain project status information available to the public. Financial information means adopted budgets, audited financial statements, official statements, bond disclosure information, etc. Project information means various types of information pertaining to a project such as budgeted time and expense as compared to actual time and expense, identification of major component costs such as construction, contingency, project management, public information, etc.

14. On page 6, #7 Question. (8) Human Resources/time allocation/payroll. How many employees does your organization currently employ? What is the projected number of employees in the next 3 and 5 years?

The Alamo RMA currently employs nine (9) people and may employ up to fifteen (15) people within three (3) to five (5) years.

15. On page 6, #7 Question. (8) Human Resources/time allocation/payroll Do you currently process payroll in-house? If not, what service is used.

The Alamo RMA does not process payroll in-house. Payroll service is provided by Execupay.

16. On page 6, #7 Question. (8) Human Resources/time allocation/payroll Is a time collection process (web-based timesheets, pc based timesheets, or time clocks) to be part of the response of to the RFP?

Yes. Please describe your suggested solution for time collection and allocation to projects.

17. On page 6, #7 Question. (10) Inventory and Fixed Assets What kind of Capital Assets are there and how many? How many items will you be taking inventory of related to fixed assets? Are assets depreciated?

This question is prospective. Capital assets currently include expenditures made for work product such as environmental work and predevelopment work. As road projects are completed in the future tangible assets will also be purchased and depreciated. Currently, furniture, machinery, and equipment with a cost of \$20K and a useful life of one year or more is capitalized and depreciated. This includes computer hardware and software for Alamo RMA staff.

18. On page 6, #7 Question. (14) Contract Compliance Monitoring. Is this monitoring focused on financial data, such as Budgets and Actual Expense? If more, please elaborate

Yes. Contract compliance monitoring refers to the capability to provide notice that invoices and purchase orders are within budget. It also refers to the ability to monitor invoices and purchase orders against executed contracts. Contract specific elements include, but are not limited to the following: service provider, tasks performed, time limits, financial activity, quantity and type of goods.

19. What unique qualities are you looking for in a vendor?

The Alamo RMA is anticipating acquiring an accounting/financial management software vendor that is primarily off-the-shelf software that has the capability to be modified if needed. The accounting system should be oriented to governmental accounting incorporating GAAP. In addition, cash basis reporting should be incorporated where possible.

20. Are you interested in electronic archiving of documents?

The Alamo RMA is interested in archiving documents; however, the primary purpose of the software is to provide an accounting/financial management system. Any document filing within the accounting system framework would be helpful.

21. Will you provide hardware based on our specs or do you want us to quote?

It is understood that additional hardware will be needed to accommodate a new accounting/financial management system. The proposal pricing should be based on the cost of the software. It would be useful information to know what type of hardware will be required as well as an estimated cost of the hardware.