



## Request for Proposal

# Mid-Range Accounting Software Solutions

Issued by:  
Regina Public Library Board  
P.O. Box 2311  
2311 – 12<sup>th</sup> Avenue  
Regina, Saskatchewan  
S4P 3Z5

Issue Date	December 9, 2016
Closing Date	January 3, 2017, 2:00 p.m.
Short List Selection	January 11, 2017
Presentations	January 23 -27, 2017
Award Date	February 10, 2017

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## 1. Intent

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Regina Public Library (RPL) is planning to implement a new accounting and financial reporting system in the spring of 2017 which will be integrated into our current server and desktop environment. We require capability for future integration with Microsoft SharePoint. The intent of this RFP is to scan the market to see what products are available that will offer improved functionality in accounting software and services we currently do not have such as EFT payment processing and more granular management reporting. We would also like a recommendation on other modules such as workflow, document management, etc. We are looking for a solution that can be configured in order to provide even greater functionality and leverage the Microsoft architecture of MS Office365 and MS SharePoint for greater business knowledge and collaboration across the organization.

## 2. Background

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RPL is established under *The Public Libraries Act, 1996*, to facilitate equitable access to basic library services by all residents of Saskatchewan. It is a non-profit, board-run organization dedicated to enriching quality of life in Regina. For over 100 years, RPL has provided open access to materials, programs, and services that encourage cultural, economic, educational, and recreational development. RPL provides services to the citizens of Regina through the Central Library and a system of eight branch libraries. More information can be found at [www.reginalibrary.ca](http://www.reginalibrary.ca)

RPL has approximately 220 staff, 8 of whom work in the Finance Unit. The 2016 budget is over \$21 million; further details can be found at:

[http://www.reginalibrary.ca/about/about/RPL\\_Mill\\_Rate\\_Request\\_2016.pdf](http://www.reginalibrary.ca/about/about/RPL_Mill_Rate_Request_2016.pdf)

RPL is currently running Sage 500 ERP (Version 5.6A) utilizing General Ledger, Accounts Receivable, Accounts Payable, Banking, Fixed Assets, Purchase Order, Budget, and Financial Reporting. Accpac was originally installed at RPL in 1998 and the last upgrade was completed in June 2011. The software is purchased, not subscription based. Due to the length of time since the last upgrade, it is imperative the software be updated/upgraded in the near future.

RPL has completed a needs assessment for its accounting software and is interested in finding a product that meets current needs as well as future enhancements. We currently use recurring entries, reversing entries, import/export of entries, project accounting, and fund accounting. A fully integrated software solution is preferred to a

solution reliant on third party software. We would like easily customizable Financial Reporting with drill down capabilities, fixed asset continuity reporting, budget reporting, EFT vendor payments, document storage attached to data entry items, and grant tracking.

### **3. RFP Timeline**

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1. To receive consideration, responses to this RFP must be received no later than 2:00 p.m. Regina time January 3, 2017.
2. Short list selection January 11, 2017
3. On-site Demos, 90 minute duration, by short-list proponents week of January 23-27, 2017
4. Award project February 10, 2017

Please provide three copies of your information and direct it to:

Margie McDonald, Manager of Finance  
Regina Public Library  
P.O. Box 2311  
2311 12<sup>th</sup> Avenue  
Regina, SK S4P 3Z5

Proposals will remain sealed until 2:00 pm on the opening date. Late proposals will not be considered and will be returned unopened. There will not be a public opening.

Prior to the submission deadline, the RPL may amend or clarify the RFP in the case of any discrepancies or omissions. In the event RPL revises the RFP after the closing date, Proponents will then have an opportunity to refine, submit or resubmit their proposals.

### **4. Project Contact**

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Proponents are encouraged to obtain a clear understanding of the proposal requirements prior to submission.

At all times, the Proponent has the responsibility to notify RPL, in writing, of any error or omission contained within the document; or request a clarification which may be required to prepare the proposal. RPL will provide written responses to all queries received from Proponents.

Inquiries are to be directed to:

Margie McDonald, Manager of Finance  
Regina Public Library  
Phone: 306-777-6062  
Email: [mmcdonald@reginalibrary.ca](mailto:mmcdonald@reginalibrary.ca).

Verbal responses to any inquiry are not binding on either party. Contacts are restricted to the person identified above. Contact with individuals other than those listed above may result in proposal disqualification.

## **5. General Information and Requirements**

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### 1. Incurred Costs

RPL will not be liable in any way for costs incurred by Proponents in replying to this RFP.

### 2. Innovative Proposals

Proponents are required to base their proposal submission, and all pricing contained therein, on the requirements set out in this RFP. Notwithstanding these requirements, Proponents are encouraged to provide additional information if they believe it will improve upon the requirements set out in this document.

### 3. Reservations

RPL reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Seek clarification from Proponents who respond to this RFP;
- Verify the validity of the information supplied in any proposal;
- Waive or modify procedural and administrative irregularities due to honest or unintentional mistakes as identified in proposals received, after discussion with the Proponent;
- Negotiate with the Proponent(s) responding to this RFP, consistent with the objectives stated;
- Cancel this RFP at any time for any or no reason. If cancelled, RPL is not responsible for any costs incurred by the Proponent(s); and
- Accept the proposal that appears to be in the best interest of RPL.

### 4. Proposal Property

Once opened, proposals and accompanying documentation become the property of RPL and will not be returned.

5. Collusion

Proposals shall be made without any connection, comparison of figures, or arrangements with or knowledge of any other person or persons making a proposal under this RFP and shall be in all respects fair and without collusion or fraud.

6. Proposal Acceptance Period

By submitting a proposal, each Proponent agrees that their proposal may be subject to acceptance by RPL any time prior to sixty (60) days after the due date for submitting proposals.

7. News Release

Proponents must not make public announcements or news releases regarding this RFP or any subsequent award of contract without the prior written approval of RPL.

8. Conflict of Interest

Each Proponent must make full disclosure of any relationship with any employee of RPL who makes recommendations concerning the selection of a successful proposal or any employee who may allot work to or order supplies from the successful Proponent.

9. Proposal Prices

All prices proposed must be in Canadian currency. If not stated otherwise, RPL will assume prices quoted are in Canadian funds. The prices proposed shall include all costs associated with providing the service.

Whenever the amount proposed for an item in the proposal does not agree with the extension of the estimated quantity and the proposed unit price, the unit price shall govern and the extended amount proposed for that item shall be corrected accordingly.

10. Execution of Formal Contract

The successful Proponent shall enter into a formal, written agreement(s) with RPL in such form as may be acceptable to RPL, in its sole discretion.

RPL and the successful Proponent agree to incorporate the salient description and elements from this RFP and the Proponent's proposal that identify how the Proponent will provide software implementation services in accordance with the terms of this RFP. In the event of any inconsistency between the accepted proposal, the RFP, and the Contract, the latter shall supersede the former.

The successful Proponent will endeavour in good faith and in a timely manner to finalize and execute the agreement(s) without delay.

In the event that RPL and the successful Proponent are unable to successfully negotiate agreement(s), RPL reserves the right, in its sole discretion, to disqualify the Proponent and to commence negotiations with the next highest ranked Proponent who provided a compliant response to this RFP. All Proponents acknowledge and agree that RPL is not obligated to enter into any agreement or to retain the successful Proponent for the services outlined in this RFP, unless in the sole discretion of RPL, a satisfactory agreement or agreements can be reached.

11. Unacceptable Performance

Should a Proponent's performance be deemed unacceptable, RPL reserves the right to cancel any agreement(s) or contract(s) executed under this proposal with thirty (30) days' notice.

12. Permits, Licenses, and Workers' Compensation

The Proponent and any sub-contractors used by the Proponent is responsible for obtaining and paying for all necessary permits and licenses required for the performance of the services. The Proponent is responsible for registering with the Saskatchewan Workers' Compensation Board and paying premiums for workers' compensation coverage for any work undertaken in Saskatchewan.

13. Applicable Laws

The Proponent is responsible for adhering to all applicable laws in performing the services. This includes all health and safety requirements.

14. Confidentiality

RPL anticipates the Proponents may wish to treat certain elements of their submissions as confidential or proprietary. Proponents are advised, however, that freedom of information requirements in force in the Province of Saskatchewan may afford rights of production or inspection at the application of third parties. Further, the contract entered into by the successful Proponent will, by law, be available for inspection by members of the public.

15. Governing Law

This RFP process shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

16. Terms and Conditions

Any terms and conditions proposed by the Proponent inconsistent with, or in addition to, this RFP or the schedules and appendices attached shall be void and have no effect. All terms and conditions of this RFP are deemed to be accepted by the Proponent and incorporated by reference in their proposal, except for those that are expressly challenged by the Proponent in their proposal.

## **6. Project Scope**

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The successful Proponent will be required to provide the following components in an accounting and financial reporting system:

- GL, AR, AP, PO, Bank, Fixed Asset Management, Budgeting, Financial Reporting
- Workflow
- Document management
- Account level & role based security
- Import/export capabilities
- Project accounting
- Fund segregation
- Full user access for 8-10 Finance staff
- Limited user access for 20-25 Management level staff
- Training
- On-going Support model

Other requirements include:

- 2017 implementation
- Strong, responsive customer service support
- Demonstrated knowledge of and customer base in Canadian market

## **7. Proposal Format**

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Proponents must follow the proposal format outlined below. Additional information thought to be relevant, other than the categories listed below, should be provided as an appendix to the proposal.

Failure to comply with these requirements may result in a rejected proposal.



## 1. Letter of Transmittal

Provide a Letter of Transmittal or covering letter, dated and signed by an official authorized to negotiate and make commitments on behalf of the company. The letter should indicate the contact name, title, email address, office location, and telephone number of the individual who can provide any clarifications with respect to your proposal. The letter should also identify the company's website where a business description and summary information about the company's track record and accomplishments may be found.

## 2. References

Provide the contact information for three (3) companies that you have provided similar services to within the past five (5) years. Please highlight any mid-sized library implementations.

Please note, RPL reserves the right to check the references of any and all Proponents at any time during the evaluation process at RPL's discretion. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee in assessing a Proponent's capacity and capability to provide the services as outlined in their proposal.

RPL may use its own experience with this Proponent, through previous interactions, to assess the Proponent's past performance.

RPL reserves the right to disqualify any Proponent whose references, in the opinion of the evaluation committee, are found to be unsatisfactory.

## 3. Qualifications

Describe your company qualifications and experience with the type of work being requested clearly identifying your experience with other similar sized public sector organizations. Provide examples of projects similar in nature to the requirements of this project.

## 4. Requirements

Detailed description of how your product can meet RPL's requirements, as outlined in Project Scope, for an accounting and financial reporting system.

Detailed description of implementation process and on-going support model. Migration plan, if required.

5. Cost

Provide a quotation or fee schedule for the services requested, including all software license fees and/or subscription costs, implementation, data migration, training costs and on-going support fees. Provide proposed payment terms.

6. Proposed project timeline

The project is to begin April 2017 and be complete by end of December 2017, RPL's year end. Please layout a project timeline within these time constraints.

## 8. Evaluation of Submissions

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All proposals must be in reference to RPL's response requirements and the terms and conditions stated in this RFP. The short-list Proponents will be asked to present their product to RPL. RPL will select the Proponent that best meets the interests of RPL and shall be the sole judge of its own best interests, the proposal, and the resulting contract. RPL's decision is final. Proponents must be aware that no new information can be brought forward at the presentation. The purpose of the presentation is to demonstrate how the Proponent's product can best meet RPL's needs as outlined in this RFP. Scoring on the evaluation may be adjusted based on the Proponent's demonstration of its product.

Proposal evaluation results are the property of RPL. RPL does not intend to disclose the evaluation results before, during, or after the RFP process.

The Selection Committee will consist of representatives from RPL's Finance and Information Technology teams. Submissions will be evaluated based on the following criteria and point system:

	<b>Selection Criteria</b>	<b>Relative Weight</b>
1.	Product Suitability <ul style="list-style-type: none"><li>• Ability to meet RPL defined requirements as outlined in Project Scope</li><li>• Demonstrated understanding of RPL's requirements</li></ul>	10
2.	Experience <ul style="list-style-type: none"><li>• Relevant experience and expertise of project team</li><li>• Quality of project examples similar in nature</li></ul>	9

	<p>to the requirements of this project</p> <ul style="list-style-type: none"> <li>• Demonstrated capability of the proponent</li> <li>• References</li> </ul>	
3.	<p>Cost</p> <ul style="list-style-type: none"> <li>• Pricing schedule for all aspects of activities this project requires</li> <li>• Appropriate value for experience and level of service provided</li> <li>• Budget is itemized and understandable</li> </ul>	8
4.	<p>Delivery of Service</p> <ul style="list-style-type: none"> <li>• Delivery standards demonstrating, but not limited to, the ability to meet project schedules and estimated costs</li> <li>• Ability to effectively communicate ideas and explain approach</li> </ul>	9

Evaluation will be scored by using a relative weighting. Each criterion will be given a score out of 10 and then be multiplied by the relative weight noted above.

## 9. Award

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RPL will either award an appointment or will announce that no appointment will be made. There is no implicit or explicit guarantee that the project will proceed. RPL reserves the right to accept or reject any or all proposals.

The successful Proponent's proposal will form part of the Contract and be incorporated by reference. Claims made in the proposal or in any subsequent verbal presentation shall constitute contractual warranties.

## 10. Terms and Conditions of the RFP

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All terms and conditions of this RFP are deemed to be accepted by the responding company and incorporated by reference in their proposal, except for those that are expressly challenged by the responding company in their proposal.