



Mid-range Accounting Software Solutions

RFP #RPL-2016-03

Addendum/Clarification #1

This Addendum/Clarification shall be incorporated into the RFP and shall form part of the contract documents.

December 19, 2016

The closing date of the competition has been moved to 2:00 pm Saskatchewan time on January 6, 2017. Electronic submissions sent to Margie McDonald will be accepted.

The following is a list of Proponent submitted questions and the associated response. Firm names have been removed; however, the wording of the questions is otherwise identical as received.

Questions and Answers/Clarifications

1. Is the main objective of this RFP to upgrade/replace your current accounting system, or extend your current capabilities by leveraging additional software to provide you with workflow, document management and better reporting capabilities?

The main objective is to upgrade or replace our current accounting software:

- in order to get the software licencing current and supported
- to extend current capabilities to include workflow, document management and increased reporting capabilities
- to provide opportunities for greater compatibility with other software such as MS Office 365 and SharePoint

2. If both, are you okay with implementing a new accounting system, and leveraging other software to facilitate the workflow and doc management capabilities, or do you want everything to be provided via one software platform?

We are looking for software that has those capabilities built in. We prefer a single platform.

3. If okay with two integrated pieces of software, are you okay with receiving quotes for just the workflow, document management and reporting capabilities?

No, we are looking for a fully integrated solution on a single platform.

4. Will you be leveraging on premise version of SharePoint or MS Cloud version of SharePoint?

We are not currently using SharePoint but would like the ability to configure the software solution in future should we choose to implement SharePoint. The decision regarding whether it be on premise or Cloud would be made at that point.

5. How does RPL utilize project accounting? Please provide examples and sample reports.

Project numbers are used to track expenses of specific programs offered at the library.

The screenshot shows an Excel spreadsheet titled 'Regna Public Library' with a 'Revenue and Expense Statement' for the month ending 30/11/2016. The spreadsheet is organized into columns for Budget, Actual, Variance, and Forecast. The rows are categorized into Revenue and Expenses. The 'Total Revenue' is \$8,570, and the 'Total Expenses' is \$9,850, resulting in a 'Surplus (Deficit) from Operations' of (\$1,280).

	Budget	Actual	Variance	YTD	Forecast	Annual Budget vs Forecast
Revenue:						
Taxes and Grants:	-	-	-	-	-	-
Other Revenue:	-	-	-	-	-	-
Total Revenue:	8,570	8,570	0	8,570	8,570	0
Expenses:						
Operating Expenses:						
Wages, Benefits and Honoraria:						
Salaries Part Time Wed Plus	3,030	568	2,462	2,783	2,674	2,674
Benefits Part Time Wed Plus	540	117	423	495	577	577
	3,570	685	2,885	3,278	3,251	3,251
Administration Costs:	-	-	-	-	-	-
Client Services:	-	-	-	-	-	-
Building Costs:						
Security Wed Plus	5,000	577	4,423	4,587	4,990	4,990
	5,000	577	4,423	4,587	4,990	4,990
Total Expenses:	9,850	1,262	8,588	7,865	10,980	10,980
Surplus (Deficit) from Operations	(1,280)	(1,262)	(1,012)	(1,287)	(2,410)	(2,410)

6. Please describe your grant management requirements

RPL receives grants with varying degrees of accountability requirements. Some grants are program specific while others are general operational funding. Grants that are program specific must have revenue and expense tracked separately for reporting purposes and we do this using project codes.

7. Does RPL require requisitioning with approvals using workflow as part of the Dynamics GP Purchase Order functionality?

Yes, we will want workflow in the Purchase Order functionality of the software that we choose.

8. Is RPL one legal entity?

Yes

9. Describe your budgeting process and any budgeting challenges RPL currently faces. Do you re-forecast budgets and how often?

Budget Process:

An annual budget is completed and presented to the Board of Directors for approval.

All budget information is maintained in Excel at a very detailed level (to enable easy upload to Accpac). It is only uploaded to our accounting system once the budget is complete and approved. The process starts in May and usually finishes in October.

Currently, only an annual budget is prepared, but there may be a need to do multi-year budgets (3-5 years) in the future.

Challenges:

- Unable to easily share budget information with Supervisors/Managers (S/M) as budget preparation progresses.
- After budget is approved, S/M are given options for each account regarding how to allocate the budget by month (even split, ad hoc, split according to prior year, etc.). This is done in a spreadsheet by the Budget Manager and uploaded to the current accounting software. Ideally, S/M would do this allocation themselves.

Variance Analysis and Forecasting

Both of the above are done monthly with the expectation that S/M complete them within 3 days of the reports being published. Revenue and Expense reports are published monthly on a shared 'read-only' network drive in Excel. S/M save their reports on their own drive and enter their Variance explanation, update the forecasted \$ column and provide a forecast explanation. They then email the completed spreadsheet to the Budget Manager.

Challenges:

- S/M must open their saved prior month variance report to see what they said last month; there is no continuity using Excel.
- In order to understand what makes up an actual balance, the Business Office runs and saves GL detail listings on the same shared network drive since S/M do not have any access to the current accounting system, even on a read-only basis.
 - It would be preferred for the S/M to 'drill down' into the GL detail from Excel monthly reports
 - There may also be a desire for some kind of 'drill down' for budget information for S/M while budget is being prepared.

10. Provide details of the RPL current hardware infrastructure (e.g. workstations, database server, terminal server)

1. Accpac software running on server windows server 2008
2. SQL Database running on server windows server 2008
3. Terminal Services Manager licensing Server running on server windows server 2008
4. HP workstations I5

11. Will an electronic proposal submittal be sufficient?

Yes

12. Why can no new information be brought forward in the presentation?

When responding to a proposal, proponents should outline their products, services, and implementation plan. In the presentation, they cannot bring forward different products, services, or new pricing options that were not included in the original written response. Once needs are clarified, the products and services introduced in the proposal may be better tailored to our requirements. The same would apply to price. RPL reserves the right to negotiate with proponents, consistent with the objectives stated.

13. Are you open to our proposing a range of costs for specific planning, installation, training, or reporting activities?

Yes

14. Will the eight Finance users enter transactions in Dynamics GP?

Yes, all eight Finance users will need full user access in the software we choose.

15. Will Management level staff run financial reports or do they also need access to Dynamics GP trial balances and fixed asset reports?

This could depend on the ability of the chosen system to provide this functionality. Currently Management level staff has no access to run any reports, however we would consider a 'self-service' model and drill-down capabilities.

16. How many staff would only perform inquiries in Dynamics GP?

Management and supervisory staff of approximately 40-45 would perform inquiries in the chosen software.

17. How many staff need to maintain budgets/forecasts in addition to viewing financial statements?

Management staff component of approximately 20-25.

18. You mention 20-25 occasional users that may access the system. Can you elaborate on the use case for these users? For example, would they be approving anything in the system, or would they simply be accessing summary/reporting information?

The 20-25 occasional users would not be approving anything in the system and would not be able to change any of the information in the system. They would be accessing summary/reporting information. If possible, they would be able to design some of their own reports using the information available.

19. Your thoughts on data conversion requirements at the cutover to Dynamics GP (e.g. one year of GL history)?

One year of GL history should likely be sufficient to retain in the accounting software. We would

like some recommendation on what other clients have done.

20. The number of staff requiring training for each of the required functions mentioned in the RFP.

The core accounting staff 4-6.

21. Please describe your AR and customer invoicing needs

RPL receives daily revenue from 9 Branches. Invoicing is fairly minimal, approximately 5 -10 per month.

22. Who do you bank with?

We currently bank with Concentra but are in the process of issuing a bank RFP and will be moving our accounts in 2017.

23. Do you use pre-printed cheque stock with MICR account encoding?

Yes we do currently but plan to implement EFT payment processing for the majority of payments.

24. In addition to asset depreciation, does your Fixed Asset Management requirement encompass maintenance tracking?

That would be a nice to have feature that we don't currently have.

25. What is your current chart of accounts format? Are you planning to revise this?

Our chart of accounts is complex utilizing, accounts, sub-accounts, departments, work units, funds and projects. We would like to simplify where possible.

26. Does RPL have any "inventory" (e.g. supplies) that are part of the procurement process?

We do not have supplies inventory.

27. Are all purchases in CAD? If not, do you maintain a USD account?

No, we purchase in \$USD sometimes and maintain a USD account.