

Pease Development Authority

Property Management Leasing Accounting Software

Request for Proposal

Invitation

The Pease Development Authority (PDA), a state entity organized under NH RSA 12-G, herein called the Owner, invites proposals from vendors for a Property Management Leasing Accounting Software. Proposals must be submitted on the forms attached hereto, all blanks of which must be filled in. Proposals will be received by the Owner at the Pease Development Authority, 55 International Drive, Portsmouth, New Hampshire 03801 until **1:00 PM local time, Friday, January 29, 2021**.

Mailing Address:

Pease Development Authority
ATTN: Finance Department
55 International Drive
Portsmouth, NH 03801

Proposals shall be enclosed in two envelopes (inner and outer) to prevent opening, both of which shall be sealed, addressed and designated on the outside envelope as: **"Proposal for Property Management Leasing Accounting Software, Attention Finance Department"**.

The Owner may consider informal and reject any proposal not prepared and submitted in accordance with the provisions herein and may waive any informalities or reject any and all proposals. Any proposal may be withdrawn prior to the above scheduled time for opening or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. No vendor may withdraw a proposal within 90 calendar days after the actual date of the opening thereof.

In the event that the vendor discovers discrepancies and/or omissions in the proposal documents or is in doubt as to the intent, the vendor should contact Irv Canner, Director of Finance at 603-766-9282 or i.canner@peasedev.org

Disadvantaged Business Enterprises will be afforded full opportunity to submit proposals in response to the advertisement. No contractor will be discriminated against on the grounds of race, sex, religion, color or national origin.

It is the vendor's responsibility to provide an email address to the Owner for use in issuance of any addenda. Please email Irv Canner, Director of Finance at i.canner@peasedev.org to be placed on the proposal list. All vendors who are on file will be made aware of any new information, discrepancies, and/or omissions in the proposal documents per addendum. Any vendor not on file will not be eligible to submit a proposal.

Upon approval of the selected vendor by the Pease Development Authority Board of Directors, a contract will be prepared by PDA and forwarded to the vendor.

Scope

The PDA is seeking a Property Management Leasing Accounting Software solution for all of its leases including, real property, contracts, rights of entry, and licenses. The chosen solution must provide all necessary disclosures, reports, journal entries, and outputs necessary to comply with GASB 87.

Purpose

This RFP provides the opportunity to define your capabilities and propose detailed solutions for the PDA. The vendor will be selected based on our assessment of the greatest solution, service, and price/value. The selected firm will work collaboratively with PDA's in-house team along with possible outside subject matter consultants. At this time, the PDA is seeking a cloud-based Property Management Leasing Accounting Software system which will allow it to be fully compliant with GASB 87.

Vendor Response

All submissions must be received no later than January 29, 2021 by 1:00 PM local time, and must include a completed RFP in the format as presented herein. As desired, you may include applicable supporting documentation. Please direct all communications to Irv Canner, Director of Finance at i.canner@peasedev.org. Any proposal received after the time and date specified shall not be considered. No vendor may withdraw a proposal within 90 days after the actual date of the opening thereof. The PDA will conduct interviews of the top 2-3 highest ranking vendors.

Contract

Upon selection, the highest ranking vendor will be asked to enter into contract negotiations with the PDA, subject to the approval of the PDA Board of Directors. The vendor will be required to maintain commercial, automobile, and professional liability insurance in commercially reasonable amounts, to list the PDA as an additional insured on a primary/non-contributory basis, along with a waiver of subrogation. Vendor will be required to indemnify the PDA for Vendor's negligent acts in performance of the contract. The PDA will not indemnify the vendor or its subcontractors. When the contract is executed by both parties, the vendor will be instructed to commence providing the work set forth under the contract. If the PDA is unable to reach agreement with the highest ranking vendor, the PDA may enter into negotiations with the next highest ranking firm, and so on. The proposals will not be made available to the public until the PDA and successful vendor finalize a contract.

Pease Development Authority Completion Instructions

Please complete the following sections:

- I. Vendor Overview (Page 4-5)
- II. Technical Requirements (Page 6-7)
- III. General Functionality (Page 8-10)
- IV. Pricing (Page 11)
- V. Evaluation Criteria (Page 12)
- VI. Certification (Page 13)

Please enter the status of your product in each section as applicable:

- 0 -- Not currently provided
- 1 -- Provided by the vendor; requires customization
- 2 -- Provided seamlessly by third-party provider/product
- 3 -- Included in standard offering (provided "out of the box")

Functionality Status Definitions:

0 — Not provided: Not currently included in the product/system.

1 — Provided by the vendor; requires customization: The functionality can be accomplished with the vendor's product, but requires code customizing, extensive configuration or work around. Identify the business partner, number of installs and any areas in which modifications may affect application upgrades in the Comments section.

2 — Provided seamlessly by third-party product: The vendor has established a relationship with a business partner to provide this functionality, which requires no customizing or work around. Indicate the name of the application and number of installations completed in the Comments section.

3 — Provided in standard "out of the box" offering. The vendor provides the functionality from its own code base. No customizing or work around is required.

The following guidance should be applied. The comments / reference column is provided for clarification when necessary.

- If the functionality is not currently generally available but in development the answer should be 0, since it is not currently provided
- Please ensure your responses are as complete as possible.
- Selecting 1-3 for any functionality confirms your agreement to fully support such capability in your offering and/or technology product.

Property Management Leasing Accounting Software RFP Vendor Questionnaire

Section I: Vendor Overview

Please complete the questionnaire in its entirety. Do not modify the format. Shaded sections indicate no data entry should be performed in that field. Please utilize the Comments section to provide additional detail and/or to link to resources that describe your offering in more detail.

VENDOR CONTACT INFORMATION

Company Name	
Address 1:	
Address 2:	
Telephone Number:	
Website Address:	
RFP Contact's Name and Title:	
RFP Contact's E-mail address:	
RFP Contact's Direct Telephone Number:	

ITEM # EXECUTIVE OVERVIEW: PLEASE BRIEFLY DESCRIBE THE FOLLOWING FOR YOUR ORGANIZATION

1	Business History:	
2	Describe your current products and services:	
3	Describe your service offerings; include the number of years you have provided these services:	
4	Describe your competitive advantage relative to your top three competitors	

OWNERSHIP AND DEMOGRAPHICS RESPONSE COMMENTS

5	Are you a publicly or privately-held organization?		
6	Parent company (if applicable)		
7	Corporate headquarters address		
8	Total number of full-time employees		
9	Total number of employees that are part of your technical staff		
10	Total number of employees dedicated to customer support		
11	How long have you been in business?		
12	Total number of Accountants who answer support questions on a routine basis		
13	Total number of domestic and global locations		

PERCENTAGE OF SOFTWARE REVENUES		2019	2018	COMMENTS
14	What percentage of your revenue was earned from clients using your solution for lease accounting purposes (these clients at a minimum must use it to book journal entries for their leases)?			

PRODUCT OVERVIEW				
Competitive Position/Value Proposition		RESPONSE		COMMENTS
15	Describe the value proposition your company can bring to client organizations?			
16	When was your product fully compliant with GASB 87 (If not currently compliant please respond "N/A")?			
17	Describe how you measure client satisfaction.			

List of any partner(s) that hosts your solution		HOSTING SERVICES PROVIDED	WEBSITE
18	Partner 1		
19	Partner 2		
20	Partner 3		

Customer Segmentation	Current Clients by # of leases:	# OF CLIENTS	COMMENTS
21	Fewer than 50		
22	50 to 100		
23	101 to 250		
24	251 to 500		
25	501+		

Customer Support: Please describe the following:		RESPONSE	COMMENTS
26	Support availability during standard business hours (M-F 8:00 AM to 5:00 PM Eastern)		
27	What is your Service Level Agreement for system availability?		
28	What levels of technical support are included with the system?		
29	Procedures for ensuring system availability and service quality		

END OF SECTION 1: VENDOR OVERVIEW

Property Management Leasing Accounting Software RFP Vendor Questionnaire
Section II: Technical Requirements

		RESPONSE		
ITEM #	1: TECHNICAL CONSIDERATIONS	(0,1,2,3)	VENDOR DESCRIPTION	COMMENTS
1	Intuitive user interface and navigation (GUI: graphical user interface)?			
2	Allow for import and export of data to other applications, including Great Plains. (define in Vendor Description field).			
3	Is a mobile app provided?			
4	Mobile accessibility: responsive design/HTML5?			
5	Robust Security Controls including user-based access control?			
6	Encryption of all data interchange/interfaces with other systems internal or external?			
7	Describe your service level agreement commitment for system up-time and explain your commitment if your SLA is not reached.			

ITEM #	2: INTEGRATION	(0,1,2,3)	VENDOR DESCRIPTION	COMMENTS
8	Define the integration/interface tools you deliver with your system (data import/export, Web services, APIs, etc.).			
9	All data used within the system can be loaded via the provided interfaces or batch upload (initial load or mass updates).			
10	All such data can be loaded while production use of the system continues.			
11	Others (Clarify in Comments)			

OTHER FEATURES/FUNCTIONALITY THAT MAKES YOUR PRODUCT DIFFERENT FROM YOUR COMPETITORS

12	Others (Clarify in Comments)			
13	Others (Clarify in Comments)			
14	Others (Clarify in Comments)			
15	Others (Clarify in Comments)			

ARCHITECTURE		VENDOR RESPONSE	COMMENTS
16	Provide the architecture model/design for your solution. Specify and distinguish between on-premises and cloud implementation.		
17	Describe your solution's ability to change and adapt the system to respond to changing organization needs (please include any features or functions that help users change or customize the system to adapt the way the system supports changing business process needs once the system has gone live).		
18	Describe your encryption. Specify and distinguish between encryption in motion and at rest.		
19	Can the system support 24/7 operation with all data imports, exports and processing occurring simultaneously while users are active on the system?		

DATA SECURITY AND ACCESS CONTROL		VENDOR RESPONSE			COMMENTS	
20	Please describe the user access security model provided with the application. Do you support federated single sign on between your apps (SAML, Windows AD, etc.)?					
21	Are you able to provide for access audits?					
22	Are all system access recorded in an audit trail and are reports available by user?					
23	Does the system support user authentication through SOS? If so, is AzureAD a supported tool?					
24	Describe your data protection policies and data encryption standards.					
25	Do you have a SOC1 Type 2 or a SOC2 Type 2 report or both? Are you willing to share these reports?					
26	Was your SOC1 Type2 performed by one of the following: EY, Deloitte, KPMG, or PwC?					
27	Describe your provisions for secure storage, distribution and destruction of client employee/company data.					
28	Describe other security and/or access controls of your solution not identified above.					
DISASTER RECOVERY		VENDOR RESPONSE			COMMENTS	
29	Describe capabilities that exist within the system to minimize disruption and application downtime in the event of a system outage (RTO).					
30	What would you expect the application recovery time to be in the event of a system outage?					
31	How is system usage and performance monitored?					
32	Where are the data centers located?					
33	Where is data moved in the event of a disaster/recovery event?					
34	Are your data centers audited by a third party?					
35	Where your /our data is stored (on-shore or off-shore)?					
36	Other disaster recovery considerations of your solution not identified above.					
BROWSER SUPPORT		CURRENTLY SUPPORT	WE PLAN TO SUPPORT	WE PLAN TO DROP IT	VERSIONS	COMMENTS
37	Microsoft Internet Explorer					
38	Google Chrome					
39	Mozilla Firefox					
END OF SECTION II: TECHNICAL REQUIREMENTS						

**Property Management Leasing Accounting Software RFP Vendor Questionnaire
Section III: General Functionality**

		RESPONSE		
ITEM #	1: GENERAL FEATURES	(0,1,2,3)	VENDOR DESCRIPTION	COMMENTS
1	Real estate lease tracking and management.			
2	Contracts and licenses tracking and management.			
3	Email notification for key dates (i.e. lease notification, expiration, rent payment change, etc.).			
4	Document repository			
		RESPONSE		
ITEM #	2: ACCOUNTING CONSIDERATIONS	(0,1,2,3)	VENDOR DESCRIPTION	COMMENTS
5	Dual GAAP reporting related to the new standards for lease accounting.			
6	SOC1 (aka SAS 70) reporting for user control considerations.			
7	Does the system offer the ability to portfolio borrowing rates based on the organization or asset class?			
8	Can the system record a deferred inflow of resources on the lessor side?			
9	Does your system handle sub-leases according to accounting guidance under GASB 87?			
10	Can you tie balances from high level discloses to detailed reports to individual leases to amortization schedules?			
11	Does the system have role based access functionality?			
12	Does your system have the ability to calculate the entry to transition existing operating leases to the new accounting standard?			
13	Can the system restrict user access by allocation level? (i.e. specific departments can only view specific leases)			
14	Can the system properly support both GASB and US GAAP requirements in the same instance?			
15	Can the system produce the correct recalculations for modifications that prospectively impact the asset and liability?			
16	Can the system track lease history and provide an audit trail surrounding leases? Ideally, it should provide - the previous value, the new value, who made the change, who approved it, and when the change occurred.			
17	Does the system generate adjusting Journal Entries after lease reassessments?			
18	Does the system properly transition our operating leases to finance leases under GASB 87 requirements?			
19	Does the system properly account for payments that are fixed in substance versus those that are variable under the requirements of GASB 87?			
20	Does the system provide reports for account balance reconciliations?			
21	Does the system provide users alerts as to whether a lease should in fact be in scope for GASB 87 compliance (i.e. a lease with title transfer)			

2: ACCOUNTING CONSIDERATIONS		RESPONSE		
ITEM #		(0,1,2,3)	VENDOR DESCRIPTION	COMMENTS
22	Does your system address the ongoing need to reassess existing leases as required under GASB 87? (i.e. modify, terminate, renew, impair, etc.)			
23	Does your system have the ability to create multiple sets of reports from the same data set to comply with comparative reporting for Statement of Net Position?			
24	Can the system lock journal entries?			
25	Can the system store renewal options that are not reasonably certain to be exercised and are reasonably certain to be exercised and will the lease term properly reflect the designation?			
26	Can the system pull aggregated journal entries by any level of the entity's organization structure and provide a lease-by-lease breakdown of the aggregated journal at the click of a button?			
27	Can the system show comparative financial statements under GASB 87 requirements?			
28	Does the system provide an opening balance sheet report for all former operating leases that transition to the Statement of Net Position as a Finance Lease under GASB 87?			
29	Can the system produce appropriate termination journal entries upon termination of a lease?			
30	Does the system handle multiple accounting policies under GASB Statement No. 13? [i.e. Lease Contract Method and Straight-line Method]			
31	Can the system retain contract agreements, subsequent amendments and collaborative memorandums?			
32	What type of "lease portfolio" reports are available to identify / distinguish ground leases versus building leases?			
33	Are properties / leases searchable by tenant and common address inclusive of street address, lease ID#, Lessee name, type of lease, option to extend, start date of lease, termination date of lease and monthly rent?			
34	Provides the ability to escalate leases based on timing and methods set forth in agreements, such as CPI and or fixed percentage.			
35	Provides the ability to store insurance information.			
36	Provides escalation or alert capabilities such as renewal reminders, escalations and or insurance.			
37	Reports are downloadable to Microsoft Excel.			
38	Provides the capability to assist in budgeting future revenues.			
39	Provides the capability to access system data for projecting future revenues based on lease criteria.			
40	Ability to support some form of integration with Great Plains for billing.			
41	Ability to create custom Finance reports.			
42	Ability to budget revenues by property, by period and summarize in a report.			

2: ACCOUNTING CONSIDERATIONS		RESPONSE		
ITEM #		(0,1,2,3)	VENDOR DESCRIPTION	COMMENTS
43	Ability to process monthly rent billing showing detailed statement for various leased parcels or buildings.			
44	Ability to generate and output a batch billing invoice data file.			
45	Allows categorization of property by property type.			
46	Can the system calculate the revenue per acre and or the revenue per square foot for each building lease?			
47	Please provide examples of "standard" reports that are system generated.			
48	Customized fields similar to the levels expenses are tracked in our accounting system (i.e. location, cost center, etc.)			

END OF SECTION III: GENERAL FUNCTIONALITY

Property Management Leasing Accounting Software RFP Vendor Questionnaire

Section IV: Pricing Worksheet

All submissions must include two pricing matrices - one for software and another for any implementation services that may be necessary. The pricing provided must define the cost of initial implementation, licensing fees, and on-going/recurring annual estimated costs for services. You may use the format and data provided below, however, because each RFP participant may have different pricing models, we ask that you present the costs in the best format for your organization. We also recognize that additional pricing analysis may be required and that the costs are subject to change based on that analysis. Vendors should clarify modules included and provide the following details: one-time costs (inclusive of license, implementation, migration, and training), recurring fees, and specify if ongoing maintenance, support and development are included in your pricing. You must state in writing that all provided pricing information, including stated prices, would remain valid and applicable for 90 days after the actual date of the opening thereof.

PRICING AND CONTRACTING		
PRICING MODELS	VENDOR RESPONSE	COMMENTS
Please describe your pricing model including how it is licensed, all possible implementation services.		
Is your software SaaS or perpetual?		

ANNUAL PRICING ESTIMATES BASED ON SCENARIOS BELOW:

Approximately 125 contract agreements		
Number of Users = 4		
Describe any potential license types needed to provide full functionality?		

IMPLEMENTATION COSTS	COST	NOTES
Training		
Configuration of system		
Entering lease data in system		
Ongoing lease abstraction		

END OF SECTION IV: PRICING WORKSHEET

Property Management Leasing Accounting Software Section V: Evaluation Criteria

Each proposal submitted will be evaluated based upon the following criteria:

EVALUATION		
CRITERIA	POINTS	COMMENTS
A. Vendor Qualifications and Experience	35	Will address the qualification and experience of your firm.
B. Solution- Technical and Functionality	100	Inclusive of software system. Modules proposed to meet the solution requirements, functionality, features and capabilities and other relevant information.
C. Work Approach	25	Should include a plan for communications and coordination between the firm and the PDA.
D. Pricing	35	Detailed information on the firms' proposed recurring and non-recurring costs for services proposed. All rates and costs shall be fully burdened, including but not limited to, administrative overhead and all direct or indirect expenses.
E. References	20	Provide three references including company name, key contact / phone number and email.
F. Interview and Software Demonstrations	50	Software demonstrations will be conducted with the top-ranked proposers. Failure to participate in the interview process will result in the proposer's disqualification from further consideration.

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END OF SECTION V: EVALUATION CRITERIA

Property Management Leasing Accounting Software RFP Vendor Questionnaire
Section VI: CERTIFICATION

Proposal Submitted By:

Name of Vendor _____

Authorized Signature _____

Name and Title _____

Business Address _____

Telephone Number _____

Email Address _____

Pricing is valid and applicable for 90 calendar days after the actual date of the opening thereof.

END OF SECTION VI: CERTIFICATION