

WALKER RIVER PAIUTE TRIBE REQUEST FOR PROPOSALS

Fiscal Services Accounting System



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Walker River Paiute Tribe
REQUEST FOR PROPOSALS
Fiscal Services Accounting System

Introduction:

The Walker River Paiute Tribe is requesting proposals from firms to provide a Fund Accounting Software System for the Tribe. Please provide a detailed proposal that includes maintenance, setup and training, service plans, and conversion of the Tribe's existing software (Fundware).

The Walker River Paiute Tribe reserves the right, where it may serve the Tribe's interest, to request additional information or clarifications from proposers, or to allow corrections or error or omissions. At the discretion of the Walker River Paiute Tribe firms submitting proposals may be requested to make oral presentations to the Selection Committee as part of the evaluation process.

Submission of the proposal indicates acceptance by the firm of the conditions contained herein unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Tribe and the firm selected.

Cover Letter

This Request for Proposal is an invitation to a select group of companies to submit proposals for a fund accounting software system to the Walker River Paiute Tribe. The intent is to obtain information and turn key costs leading to the selection of a fund accounting system that will best meet the needs of the Walker River Paiute Tribe.

Respondents who are selected for further consideration may be invited to make an on-site or remote presentation to demonstrate their fund accounting solution.

All questions and inquires regarding this RFP should be directed to: Tonya Banks, Project Coordinator, Walker River Paiute Tribe, PO Box 220, 1022 Hospital Road, Schurz, NV 89427
Phone: (775) 773-2306 ext. 312 Fax: (775) 773-2585 <mailto:tbanks@wrpt.us>

Anticipated Time Frames for Evaluation and Selection

It is anticipated the selection of a firm will be completed by January 7th 2011. However, additional time may be necessary due to the Tribe's procurement policies and contracting authority.

Issue RFP to Vendors 11/15/10
Deadline for Vendor clarification questions by 12/10/10
Responses to RFP due 12/10/10
On-site or remote Demonstration by 12/22/10
Finalists Selected by 12/31/10
References Checked by 12/31/10
Final Evaluation and Selection by 1/7/11
Legal review of Contract by 1/15/11
Contract Negotiations by 1/15/11
Contract Signed by 1/21/11
Implementation Begins by 3/1/11

To be considered, three (3) originals and seven (7) copies of the proposal must be received by Tonya Banks, Project Coordinator, Walker River Paiute Tribe, PO Box 220, 1022 Hospital Road, Schurz, NV 89427 at or before 2:00 pm, December 10 2010. **E-mailed and/or faxed proposals will not be considered. Absolutely no exceptions shall be made for proposals not received by the appointed time.** The Walker River Paiute Tribe reserves the right to reject any and all proposals submitted. Please note, The Tribe is not in the morning or early morning guaranteed overnight delivery routes for most overnight delivery companies.

Information to be supplied by the vendor should include a detailed response to each section of this RFP and a proposed solution price. A minimum of five references using the proposed solution is required. To aid in the evaluation process, all responses are to be submitted in the following sequence:

- Letter of Transmittal
 - A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within a limited time period, a statement of why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm offer.
- Executive Summary
- Vendor Background
 - Qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an approach that will meet the request for proposal requirements. As such, the substance of proposals will carry more weight than their form or manner of presentation.

- The proposal should state the size of the firm, and the size of the firm's staff. The proposal should also include proof of professional liability insurance covering any error or omissions committed during the assessment.
- The proposal should include a list of similar engagements with other Tribes. Indicate the name, telephone number of the principal client contact and number of users.
- Scope of Work
- Project Plan and Timelines
 - The proposal should set forth a work plan, including an explanation of the methodology to be followed to perform the requested services.
 - Proposed Timeline.
 - Key personnel for the Project with Bio and Roles and Responsibilities
- Pricing
- Exceptions
- Copy of the contract to be used for legal review

Walker River Paiute Tribe will evaluate the responses to this RFP based on the vendor's ability to:

- Meet the functional and technical requirements described in this RFP as evidenced by the RFP response and demonstration of the software.
- Provide a cost-effective solution that meets the goals and budget of the organization.
- Provide timely program enhancements and upgrades in response to changing industry needs, regulatory requirements, and advancing technology
- Demonstrate expertise and functionally as evidenced by client references.
- Provide a superior level of service and support to clients as evidenced by references.

Evaluation Criteria:

The award of this contract shall be made to the responsible proposer whose proposal is most advantageous to the Walker River Paiute Tribe. The following point range will be used as a guide for selection during the evaluation process:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed. (0-20 points)
2. Technical experience of the firm. (0-20 points)
3. Qualifications of staff, including consultants, to be assigned to the assessment. (0-20 points)
4. Cost of the system. (0-15 points)
5. Project plan/Timeline, Methodology. (0-15 points)

6. Indian Preference and/or all other Federally Recognized Preferences. (0-10 points)

Additional Submission:

The selected proposer will be required to complete documentation provided by the Walker River Paiute Tribe concerning debarment and/or suspension from participating in Federal Contracts prior to issuance of the contract.

After Contract is Awarded you will have to apply for a Tribal Business License.

Vendor Profile

Please answer at least the following questions regarding your company background and product development strategy.

1. Contact information
2. Number of years in business
3. Number of years working in [nonprofit or government] industry
4. Number of customers
5. Number of employees
6. List services available
7. History of the proposal product
8. Development strategy
9. Current version of product
10. Next planned release date
11. How are client enhancement suggestions handled
12. Please list five references that utilize the proposed solution

Functional Requirements

The system functionality needs to include the following minimum requirements;

- 6 Concurrent Users
- Fund Accounting Functionality to include at least:
 - General Ledger
 - Including the ability to track Grant Contract/Grant Year/Funding Agent/Program/Department/Location
 - Accounts Payable
 - Accounts Receivable (not billing centric – but need AR tracking and reporting)
 - Budgeting preparation, tracking & reporting
 - Import/Export of data

- Direct Deposit for Vendor and Payroll capability
- Ability to design check stock and AR statements
- GASB Reporting
- Payroll
 - 120 employees paid every other week
 - Direct Deposit
- Purchase Order Management
- Encumbrance Management
- Strong Audit Trail
- Remote Access Capability
- Security to allow access & reporting management by user and individual Grant Contracts/Grant Year/Funding Agent/Department/Location
- Report generation to print to printer, screen, excel, Database formats or PDF
- Software Support & Maintenance
 - 1st year support
 - Recurring costs of support and maintenance
- Design, Set Up, Training and Post Implementation Support (Turn Key Pricing)
 - Expected start date will be 3/1/11
 - The Tribe's fiscal year ends on December 31
 - There will be no expenditure payments to the vendor prior to 3/1/11
- Conversion of existing database from American Fundware to new system
 - If price prohibitive, please provide options or a solution to limited conversion options.
- Please include a not to exceed travel budget. At the least, please propose a total travel budget, price per trip and estimated number of trips. The Tribe prefers a commitment to containing travel costs by its vendors committing to maximum costs for travel, per trip. Thus, if the vendor's travel costs per trip exceed the estimate, the overrun per trip will not be the responsibility of The Tribe.
- Optional Functionality - please include optional functionality in a separate budget worksheet and include all associated costs of the add on software and the Fund Accounting solution proposed.
 - Utility Billing functionality or partnering package that integrates seamlessly with the proposed solution.
 - Please include turn-key price for this package to include all services and 1st year support.
 - Please include recurring support and maintenance costs
 - Time Clock options for integrating to payroll system proposed.
 - Multiple locations
 - Approximately 17 locations/time-clocks - please provide individual time-clock pricing so we can compare costs.

- If Web Time-clocks are an option to keep costs down, please provide pricing for a Web Time-clock option versus physical time clocks.
- Preference for bio-metric over card scan for physical time clocks.
- Provide minimum technical/network requirements
 - Please include network requirements for physical time clocks.
- The solution must be fully integrated with the Fund Accounting Solution proposed.
- HR Functionality
 - Although the payroll functionality in the proposed system is expected to track some basic HR information, please propose an option to add on full HR functionality. An add-on module or 3rd party fully integrated product would be acceptable for consideration.
 - Provide minimum technical/network requirements

A response is required for each of the following checklist items. Brief comments may be entered in the table. Elaborate on any items that differentiate you from other vendors on a separate attachment (reference the item). Assign one of the following Availability Codes to each item.

- 1 = Currently a Standard Feature
- 2 = Feature Planned for Next Release (due within one year)
- 3 = Not a Feature
- 4 = Third-Party Software Required
- 5 = Recommended Network Requirements
- 6 = How do remote users use the system
- 7 = Other (explanation Provided)

Required Qualifications:

The Vender must be an Authorized re-seller of the solution and holds manufactures certification's related to the solution. Also preferred experience in working with Tribal Government and Tribal clinics.

Selection Process:

A review panel will carefully evaluate all proposals submitted prior to the deadline and in good order. At a minimum, this panel will consist of five representatives from the tribe. This panel will make the final decision and selection of a firm on January 7th 2011

Other relevant data and contract terms and conditions:

The firm will be required to comply with applicable Federal, State, and Tribal Laws, permits, orders, regulations, and compliance with WRPT Tax Ordinance.

contract provisions:

- Compliance with all applicable Tribal laws and regulations including Indian Preference.
- Termination for cause and for convenience by the Tribe including the manner by which it will be effected and the basis for settlement.
- Notice of Federal requirements: Order of Precedence-Sealed Bidding (FAR 52.214-29)
- Notice of Federal and/or Tribal requirements and regulations pertaining to reporting.
- Notice of Federal requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
- Federal requirements and regulations pertaining to copyrights and rights in data.
- Access by the Tribe, Federal grantor agency, the Comptroller General or the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- Retention of all required records for the three years after the Tribe makes final payment and all other pending matters are closed.
- A waiver of Sovereign Immunity will not be executed or allowed in any contracts for this project.

Closing comment:

The Walker River Paiute Tribe is interested in working with organizations that are culturally sensitive to the Native American pace of working and doing business. Our selection committee will be looking for a demonstration of such in the proposal, project plan and the implementation team. Although the software functionality is an important consideration, a successful, thorough and well trained implementation will be strongly considered, as well. The Tribe looks forward to building a relationship with their service provider for the long term.

Thank you for responding to this Request For Proposal.

The Walker River Paiute Tribe
Fund Accounting Selection Committee