Mid-Ohio Regional Planning Commission

REQUEST FOR PROPOSALS

ACCOUNTING SYSTEM

The Mid-Ohio Regional Planning Commission (MORPC) is soliciting information to provide a financial and accounting system for MORPC. This RFP, prepared by MORPC staff with the assistance of our current account system maintenance provider, will be used to select a software provider to perform the services outlined herein. The selected provider must have a proven track record in project-based accounting, and be prepared to provide relevant references.

MORPC is a local government and a nonprofit. MORPC is a voluntary association of Central Ohio governments and regional organizations which envisions and embraces innovative directions in transportation, energy, housing, land use, the environment and economic prosperity. Our makeup is representative of the rural, urban and suburban communities that comprise our burgeoning region. Our transformative programming and innovative public policy are evident throughout the 12 counties we serve.

MORPC's history dates back to 1943 when it was first formed as the Franklin County Planning Commission. In 1969, its area was expanded resulting in the creation of MORPC. Over time MORPC has grown to reflect an expanded membership of 44 political subdivisions in and around Franklin, Delaware, Fairfield, Licking, Madison, Morrow, Pickaway, Ross and Union Counties. MORPC's area of interest also includes Fayette, Marion, and Knox Counties resulting in a strong 12-county region. In recent years, as the region and nation have faced challenges such as an economic recession, unprecedented foreclosures, and rising energy costs, MORPC has solidified into a critical resource and forum for its members.

MORPC serves the fastest-growing region in Ohio and reaches across the boundaries of cities, villages, townships, and counties to improve the quality of life for all Central Ohio residents. MORPC is committed to collaboration and developing bold new strategies that continue to make the region stand out both nationally and globally.

MORPC provides a unified voice with the strength to make Central Ohio competitive in the global marketplace. MORPC is dedicated to attracting the best and the brightest, transforming existing communities, and promoting sustainability.

Proposals should be submitted using the provided MS Word document available at www.morpc.org/about-morpc/overview/rfps-rfqs/index, with responses filled in after each question in the fields provided. Screen shots may be added to compliment responses if they will be helpful to the evaluation team in understanding the capabilities of the system – these should not be in excess. There will be an opportunity for finalists to provide a demonstration of the system to MORPC's evaluation team. Contact Shari Saunders at ssaunders@morpc.org if you are unable to us MS Word format.

When answering, please be as detailed as possible. Please avoid referring to "White Papers" or product literature if possible. If you use an exhibit to answer the question, please identify where the exhibit can be found in the RFP. Please answer every question – succinct answers are appreciated . Failure to answer a question or respond by July 25, 2014 may disqualify your organization from the selection process.

Consultants interested in being considered must submit **four (4) printed copies and one (1) in the form of a compact disc or jump drive**. Proposals will be received by MORPC until 4:00 p.m. (EDT), Friday, July 25, 2014.

Submit proposals to:
Mid-Ohio Regional Planning Commission
Attn: Shari Saunders
111 Liberty Street, Suite 100
Columbus, OH 43215
ssaunders@morpc.org

Proposals must arrive in the MORPC offices prior to the proposal due date and time. Firms making proposals should take this into account when choosing a mail carrier. Facsimile submissions will not be accepted.

All questions must be submitted in writing and should be submitted via email to Shari Saunders at ssaunders@morpc.org. No answers will be given over the phone. Written answers, including any amendments to the RFP, if necessary, will be posted on MORPC's website. Responses to questions will be posted at www.morpc.org/about-morpc/overview/rfps-rfqs/index. Note that a Bidders Conference will be held June 26, 2014, 3:30-5:00 p.m., at the Mid-Ohio Regional Planning Commission. To participate in the Bidders Conference by phone, call 1-877-273-4202, when prompted enter conference room number 6506220.

This RFP shall not be construed to create any obligation on the part of MORPC to enter into any contract with any respondent, nor serve as a basis for any claim for reimbursement for expenditures or costs related to any Respondents' development and/or submission of a proposal in response to this RFP.

The Mid-Ohio Regional Planning Commission, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, religion, ancestry, national origin, sex or gender, sexual orientation, disability or other handicap, age, marital/familial status, income, or status with regard to public assistance in consideration for an award.

Neither MORPC nor any member agency of the Committee shall be liable for any costs incurred by the consultant in response to this RFP, or any costs incurred in connection with any discussions, correspondence or attendance at interviews or negotiation sessions.

All materials submitted in response to this RFP shall become the property of MORPC and may be returned only at MORPC's option.

All materials received shall be considered public information and shall be open to public inspection.

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I. OVERVIEW/PROJECT BACKGROUND

In accordance with generally accepted accounting principles for governmental units, MORPC accounts for its operations in a single proprietary (enterprise-type) fund, as it is financed and operated in a manner similar to a private business. The intent of MORPC is to recover costs of the services provided to its members, the federal government, the state, and all other contracting organizations. The proprietary fund is accounted for on the full-accrual basis, using a flow of economic resources measurement focus. Revenue is recognized in the period earned and expenses are recognized in the period incurred.

Past copies of MORPC's Comprehensive Annual Financial Reports (CAFRs) are available at www.morpc.org/about-morpc/overview/budget-finances/index.

MORPC is currently using Dynamics SL (Solomon) Version 7. The current Dynamics setup, chart of accounts design, main reports and business processes are the same as when the system was implemented in 2001. Our business has changed and out grown some of the assumptions made in the setup of the original system.

As a result of requirements laid out in the Ohio Revised Code Section 713.21, Franklin County (the County) serves as MORPC's fiscal agent to hold all cash and administer the receipt and disbursement of funds. MORPC has a finance department that performs all typical finance functions with the exception of the actual issuing of payments and maintaining cash accounts which is performed by the County. Dynamics, not MUNIS, is used to capture and maintain all voucher, timecard, and payment details – Dynamics holds all MORPC's accounting information. Therefore, MORPC finance staff enter the payroll and payment information in MUNIS in addition to entering the necessary information into Dynamics.

Reporting is a significant deficiency with the current system. A reporting system called FRx is used for financials. Crystal Reports, integrated within Dynamics, is used for everything else. These report writing options are insufficient to allow flexible reporting of various segments within the accounting structure.

The current implementation has little drill down ability to view the transaction level detail. Excel spreadsheets are currently used to accommodate the deficiencies in reporting.
Timeliness of information is another issue with the current system. This is primarily the result of a lack of integration between the MUNIS system that we are required to use and our current Dynamics system, as well limitations of the Dynamics system that do not support multi-period data entry and require cumbersome reconciliation processes.

Our current system does not have an integrated budget and resource forecasting system so we are using Excel to manage the budgeting process before entering the budget into Dynamics. Resource planning and budgeting is currently performed at an agency-wide level, department level, and project level but is not as integrated as desired. One significant component of resource planning is employee time budgeting (allocation). We allocate each employee's time to multiple projects. This requires regular revisions to the budgeted staff time throughout the year.

II. BACKGROUND & PROJECT SCOPE

Because of legislative requirements, all payments and payroll will continue to be processed through the Franklin County MUNIS system. MORPC uses our current Dynamics system to track time and labor transactions then summarizes the information and enters it into the MUNIS system. MORPC will still need to use the MUNIS system, but how the data is entered into the MUNIS system depends on the

integration capabilities of our new accounting system. An interface with the MUNIS system will reduce double entry and improve the timeliness of reporting.

MORPC currently prepares an annual budget with revisions made during the year, if needed. Additionally, MORPC will have a continued need to track funder/project budgets at a more detailed level. How those detailed funder/project budgets role up into the agency-wide budget is to be determined. Flexibility in managing time budgets (allocations) within the system will remain important in the new system.

MORPC would like to have a three year budget by funder(s) and project showing the current year as more firm and the future two years as projected. The projected budget would be tied to the current year budget and reflect updates from the intermediate budget revisions.

MORPC would like to be able to model and forecast based on assumptions and "what ifs", this planning would include staff hours and expenses. Budgeting is a major activity performed by many people in accounting and in operations.

MORPC is looking for a seamless accounting system that integrates all necessary aspects of financial tracking and reporting. We will want to look at a GL balance and drill down to the see the customers, vendors, projects, employees and timecards that make up that number. The more consistent and integrated the tracking and reporting structures looks from accounts, grant segment, project segment, etc., the more likely this system will fit MORPC.

MORPC operates with an Indirect Cost Allocation Plan (ICAP) for management and allocation of fringe benefits and indirect costs. The current ICAP can be found here. It is critical that the future accounting system be able to accommodate the fringe and indirect tracking and allocation of costs.

KEY OBJECTIVES

MORPC is looking for a more fitting accounting system that includes sufficient tracking and reporting for our agency. In addition to the traditional functions of most accounting systems, such as payables, purchase orders, receivables, general ledger, etc., all of which must integrate well and report adequately for our needs, MORPC desires to implement a financial system that:

1. Includes a fully integrated project management system capable of:
    a. Producing project budgets and providing functionality necessary for tracking and managing projects/grants from a program manager perspective. (Program managers are non-finance department users managing various programs throughout the agency).
    b. Tracking budget vs. actual expenditures as well as funding commitments and funds available.
    c. Robust project reporting including statements of net position, statements of revenues, expenses, and changes in net position, flexibility in reporting expenses by function, transaction-level reporting, etc.
2. Reduces duplicate data entry with interfaces between the accounting system and Franklin County's MUNIS system.
3. Maintains online approvals (i.e. timecards) and considers improvement of paperless operating environment.
4. Provides improved and flexible budgeting options.
5. Implement a simple inventory system.
6. Provides flexible reporting at all segment levels.
7. Has a query tool with the ability to drill down to source transactions.
8. Allows for all program managers to use customizable dashboards, workflows and alerts.

9. Provides a robust timecard approval and tracking system with budgeting (allocation) by employee, labor expense reporting and management.
10. Accommodates allocation of fringe benefit costs and indirect costs to projects based on direct labor charges. (These must be two separate rates – the fringe rate is applied to labor; the overhead rate is applied to direct labor plus fringe costs. Additionally, identification of which projects or types of labor the overhead rate is applied to is required.)
11. Accommodates billing requirements of multiple funders and grants.

Bidders should propose an implementation of a system that accomplishes the above objectives.

III. PROPOSAL FORMAT

The proposal must address the following items in the following order. Failure of the proposal to respond to a specific requirement may be a basis for elimination from consideration during the comparative evaluation. MORPC reserves the right to accept or reject any or all proposals.

Each consultant shall submit a formal proposal and shall contain the following sections:

1) Cover Letter
2) Consultant's Personnel, Corporate Profile & Project Organization
3) Responses to Functional Requirements
4) Pricing
5) Project Schedule

To complete Sections 3 and 4, use the MS Word document provided at www.morpc.org/about-morpc/overview/rfps-rfqs/index. Contact Shari Saunders at ssaunders@morpc.org if you are unable to use the MS Word format.

1.) COVER LETTER

The **cover letter** shall be signed by a representative authorized to legally bind the firm, and include:

- Name, telephone number, and e-mail address of a contact person with authority to answer questions regarding the proposal (ideally the day-to-day project manager for this work).
- Name, address, and phone number of a contact person to be notified regarding contractual issues.
- Identification of the firm as a corporation or other legal entity.

The letter shall state that the proposer:

- Has sole and complete responsibility for delivery of the required services.
- Is presently not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency or the Ohio Department of Transportation.

2.) CONSULTANT'S PERSONNEL, CORPORATE PROFILE & PROJECT ORGANIZATION

Specific background information on key individuals who are anticipated to be assigned to the project should be included, most notably the project manager. Identify the location of the office where the majority of the work is to be performed. This section shall also provide an overview of each key personnel working on the project and show their relationship to the firm and their affiliations. Identify any diversity and inclusion efforts the consultant is taking or will take.

General Information and Overview shall include:

Company Name:
Address:
City:
State:
Zip:
Annual Sales:
Total Employees:
Number of Years in Business:
General Warranty Information:
Product Name:
Version:
Server/Host:
Operating System:
Client Operating System:
Network Management Software:
Relational Database Management Software:
Concurrent licensing level for Operating System:
Concurrent licensing level for Database Management System:
Total Number of Installed Users (number of companies):
List contacts at five installed references in the Continental United States:

3.) RESPONSES TO FUNCTIONAL REQUIREMENTS

Proposals should be submitted using this provided MS Word document provided at www.morpc.org/about-morpc/overview/rfps-rfqs/index, with responses filled in after each question in the fields provided. Screen shots may be added to compliment responses if they will be helpful to the evaluation team in understanding the capabilities of the system – these should not be in excess. There will be an opportunity for finalists to provide a demonstration of the system to MORPC's evaluation team.

4.) PROJECT SCHEDULE

Included as part of the proposal, the proposer shall provide a schedule identifying all tasks and sub-tasks, all deliverables, and time in the scope of work. The project should be completed by January 1, 2015. If the consultant believes this will adversely affect the quality of the project, the consultant should explain why.

IV. PROCUREMENT PROCESS

RFP TIMELINE

The schedule for the RFP, selection, and projected implementation is given below. Dates are tentative and may be modified by MORPC as necessary.

Key Date	Event
June 20, 2014	Proposal is posted on MORPC website for interested parties to retrieve.
July 25, 2014	Completed proposals due to MORPC by 4:00 p.m.
July 25-31, 2014	Evaluations of proposals.

August 1-21, 2014	Demonstrations by finalists.
August 31, 2014	Decision and contract.
September – November 2014	Design.
November 2014 – January 2015	Implementation.
January 1, 2015	Go live.

The selection of the project consultant will follow a multi-step process. The first step will be an evaluation of the written proposals using the criteria listed below.

EVALUATION CRITERIA

The evaluation criteria are as follows:

1. General Quality & Adequacy of Response (15 %)
    a. Completeness and thoroughness
    b. Responsiveness to terms and conditions
    c. Overall impression

2. Organization, Personnel, Experience & Project Management (15 %)
    a. Qualifications and experience of proposed personnel, including project manager, and training and implementation experience
    b. Relevant knowledge, skills & experience with the project
    c. Experience working with similar clients
    d. Demonstrated capacity to do the work
    e. Capacity to locally coordinate and administer the project

3. Technical Approach, System Compatibility, & Work Plan (50 %)
    a. Clarity and organization in project development
    b. Quality and quantity of services to be rendered
    c. Approach to implementation and commission.
    d. Addresses expected outcomes:
        i. Identifies who will do the work
        ii. Includes realistic & sufficient timelines
    e. Specialized experience relevant to the work scope
    f. System compatibility with MORPC needs
    g. Congruence of training and implementation with MORPC needs

4. Cost/Budget (20 %)
    a. Clarity of budget and congruence with RFP and proposed scope of work
    b. Cost

EVALUATION COMMITTEE

The Committee, consisting of MORPC staff, will conduct the evaluation of proposals and reserves the right to reject any and all proposals in whole or in part received in response to this request. The Committee may waive minor defects which are not material when no prejudice will result to the rights of any other consultants or to the public.

The second step would include demonstrations. Depending upon the relative merits of the proposals, consultants will be invited to give demonstrations and respond to questions.

If demonstrations are requested, the consultant must comply at no cost or obligation to MORPC. A consultant's refusal to make a demonstration shall result in the consultant's proposal being rejected from consideration for the project.

SELECTION AND NEGOTIATIONS

Based on the evaluation of the proposals, the most qualified consultant will be selected. If negotiation with the highest ranked consultant fails to result in a mutually acceptable agreement, MORPC will notify that firm in writing of the termination of negotiations. The next highest ranked consultant, as determined by the earlier technical proposal evaluation, will then be invited to enter into negotiations with MORPC. If negotiations again fail, the same procedure shall be followed, with each next most qualified firm until a contract has been negotiated. If the remaining proposals are considered not to be qualified, the notification and selection processes will be repeated.

V. ADMINISTRATIVE & ORGANIZATIONAL ELEMENTS

MORPC will manage the project. MORPC conducts the RFP process and will, together with the Committee, select the consultant to provide the system as described in this scope. MORPC will also provide limited assistance to the consultant in the various tasks of the project scope as described in section II.

VI. PROPOSAL TERMS & CONDITIONS

Evaluation of Proposal Compliance with Specifications

Understanding that no consultant may completely meet all requirements of the specifications, MORPC reserves the sole right to determine whether a proposal substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any proposal; and waive the right to accept a part, or parts, of a proposal, unless otherwise restricted in the proposal.

Modification and/or Withdrawal of Proposals

Modifications of a submitted proposal must be received by the designated due date specified. Withdrawal of proposals will be allowed only in those cases in which a written request to withdraw a Proposal is received by MORPC prior to the date and hour for receiving and opening Proposals. In such case, same will be returned to consultant.

Proposer Qualifications

MORPC may require all proposers to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities. MORPC will not award a contract to a proposer who, in its opinion, is not fully qualified on the basis of financial resources and responsibility, possession of adequate equipment, personnel, experience, and past record of performance to perform the obligation to be undertaken competently and without delay.

Award of Contract

Each consultant acknowledges that MORPC will use its discretion and judgment in making the final decision and further acknowledges that no claim by the consultant will arise in any way relating to the exercise of that judgment by MORPC. MORPC reserves the right to accept the Proposal deemed to be in the best interest of MORPC or to reject any and all Proposals.

MORPC's Executive Director is the only individual who may legally commit MORPC to the expenditure of public funds. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific, written authorization to proceed.

GENERAL INFORMATION & REQUIREMENTS

Tax Exemption

MORPC is exempt from the payment of federal excise and transportation taxes levied under the provisions of the Internal Revenue Code. MORPC is also exempt from Ohio State Gross Retail (sales tax). The successful consultants will be furnished with any certificates of exemption required.

MORPC STATEMENTS ON DIVERSITY & INCLUSION

Equal Opportunity

The consultant agrees that it will not discriminate against any employee, applicant for employment, or sub-contractor and that it will take affirmative action to insure that employees, applicants and sub-contractors are treated equally during employment without regard to race, color, gender, creed, religion, ancestry, national origin, sexual orientation, disability or other handicap, age, marital/familial status, veteran status, or status with regard to public assistance.

Disadvantaged Vendors

Disadvantaged Vendors shall have the maximum opportunity to participate in the performance of contracts financed under this solicitation. In this regard, all proposers shall take all necessary and reasonable steps to ensure that minority vendors have the maximum opportunity to compete for and perform any subcontracts. Also, proposing firms are encouraged to notify MORPC if they meet one of the disadvantaged vendor designations, such as Minority Business Enterprise (MBE), Small Business Enterprise (SBE), or Women-owned Business Enterprise (WBE).

CONTRACTING REQUIREMENTS

The following are not part of the proposal requirements but will be requirements in the contract in addition to other contractual requirements. *Please also note that prior to negotiation, the firm selected for negotiation must provide average hourly rates for personnel assigned and a copy of the last audited financial statement.*

Cancellation

MORPC reserves the right to cancel any contract for failure or refusal of performance, fraud, deceit, misrepresentation, collusion, or any other misconduct on the part of the consultant.

Unresolved Finding for Recovery

The selected consultant affirmatively represents and warrants to MORPC that it is not subject to a finding for recovery under ORC 9.24 or that it has taken appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section. The consultant agrees that if this representation or warranty is deemed to be false, the agreement shall be void *ab initio* as between the parties to this agreement, and any funds paid by MORPC to the consultant hereunder shall be repaid to MORPC immediately, or an action for recovery may be commenced immediately by MORPC for recovery of said funds.

Covenants of Consultant

The consultant will be required to covenant and warrant the following:

a) Consultant is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract, supported in whole or in part by the funding sources for this project;
b) Consultant has not within a three (3) year period had one or more public transactions terminated for cause or default;
c) Consultant will comply with the provisions of Section 1352, Title 31 of the U.S. Code, which prohibits the use of federal funds to lobby any official or employee of any federal agency, or member or employee of Congress; and to disclose any lobbying activities in connection with federal funds.

VII. FUNCTIONAL REQUIREMENTS

1) GENERAL LEDGER AND OVERALL REQUIREMENTS

1.1. Chart of Accounts and Segments

1.1.1. Please describe the system's organizational segment structure and setup up process. Include the maximum number of segments and any relational restrictions between the segments.

1.1.2. Describe the field structure and customization capabilities within each segment.

1.1.3. Describe the ability to query or create reports on fields within each segment.

1.1.4. Describe the ability to list items within each segment (i.e. GL account listing; Project listing; Grant listing, etc.).

1.1.5. Please describe the chart of accounts structure, set up, and maintenance. Does the system provide a way to copy existing account structures for easy setup?

1.1.6. Are there any limitations regarding GL account number length, or number of active GL accounts allowed? Explain.

1.1.7. Please describe any restrictions to the GL account code structure. Describe the set up and maintenance process.

1.1.8. What are the system controls to ensure that transactions are applied to only valid account combinations?

1.1.9. How many years of transaction & summary data can be accessed via the system?

1.1.10. Please describe the system's ability to group GL accounts into cost categories (i.e. Labor, Other Direct Costs, etc.).

1.2. Data Entry & Journal Entry Processing

1.2.1. Please describe general transaction processing capabilities/functions & data entry interface.

1.2.2. Does the system have the capability to separately identify system and user generated entries and transactions? If so, describe.

1.2.3. Describe the ease and capabilities to browse, filter, and search for transactions? Include the types of attributes that can be searched (ex: date, transaction type, dollar amount, etc.).

1.2.4. Does the system provide integrated document management capabilities for documents associated with transactions? Please describe.

1.2.5. Describe how the system allows for cost adjustments, as well as correcting transactions & batches without corrupting or duplicating data.

1.2.6. Does the system provide the ability to automatically balance all journal entries & identify errors before actual posting occurs?

1.2.7. Does the system provide the capability to prevent against or warn about posting to prior closed periods?

1.2.8. Does the system provide the capability to prevent against posting to projects/segments that are not active or are closed? If so, describe.

1.2.9. Does the system have the capability to automate the entry & distribution of pre-defined recurring journal entries? If so, describe.

1.2.10. Does the system provide the capability to bulk import journal entries from Excel?

1.2.11. Does the system allow for automated reversal of journal entries?

1.2.12. Does the system have the capability to test or preview the effect of entries before they are posted to the GL? If so, describe.

1.3. Month and Year End Closing

1.3.1. Does the system support multiple open accounting periods, and provide the ability to close and re-open accounting periods as necessary? What are the limitations, if any?

1.3.2. Does the system provide any capabilities for automating parts of month or year-end closing? If so, describe.

1.3.3. Does the system provide the capability to re-run month-end or year-end closing without corrupting data?

1.3.4. Does the system provide an optional "adjustment period" available for posting audit adjusting entries to prior year balances (period 13)?

1.3.5. Given MORPC's CAFR requirements (see recent CAFR's at www.morpc.org/about-morpc/overview/budget-finances/index), which CAFR reports, schedule and tables can be created from the system? Describe the ease, cost, and process to create these reports.

1.4. Control Reports

1.4.1. Does the system provide transaction type & individual transaction drill-down reports?

1.4.2. Does the system provide the capability to easily produce ad-hoc reports based on searches & filters? Describe these and other system reporting capabilities.

1.4.3. Does the system provide the ability to export to Excel & other formats? If so, what other formats?

1.5. Financial Statements & Reports

1.5.1. Describe all of the system's reporting & dashboard capabilities. This description should include, but not be limited to, the following:

1.5.1.1. Chart of accounts

1.5.1.2. Internal and basic financial statements (as required by the CAFR)

1.5.1.3. Financial snapshots & interim financial reports

1.5.1.4. Ability to produce financial statements by segment(s)

1.5.1.5. Summary standard financial reports

1.5.1.6. Detailed standard financial reports

1.5.1.7. Comparative income statements (actual to budget with variance)

1.5.1.8. Fully customizable financial statements

1.5.1.9. Describe the flexibility of reporting capabilities

1.5.1.10. Describe ad hoc reporting

1.5.1.11. Does the system allow financial reports to cross fiscal years? (i.e. Can a report be run to produce all financial data for a project period, funder period, etc.?)

1.5.1.12. Does the system have the capability to track budget vs. actual expenditures as well as funding commitments (encumbrances) and funds available? If so, on what reports or what areas?

2) ACCOUNTS PAYABLE REQUIREMENTS

2.1. Vendor Master File

2.1.1. Describe the vendor master file structure, setup, and maintenance. Describe how vendor adds and changes can be made within the AP module.

2.1.2. Describe the system's capabilities for managing vendor & contractor contracts & related documents.

2.1.3. Describe the system's ability to track different vendor types (i.e. DBE, MBE, WBE, SBE, etc.).

2.1.4. Does the system have the capability to track required documents (W-9, insurance, other documentation) for vendors & contractors?

2.1.5. Does the system support procurement card processing and appropriate tracking (i.e. the vendor paid by the procurement card company on our behalf, etc.) for payables?

2.1.6. Describe the system's vendor & contractor payment terms capabilities.

2.1.7. Describe the system's ability to track payments made by our contractors to subcontractors that are reimbursed by MORPC (i.e. track the subcontractor information relating to these types of payments).

2.1.8. Describe the ability to pay vendors & contractors by unit cost vs. reimbursement vs. percentage of completion.

2.1.9. Does the system allow for customized fields in the Master file?

2.2. Purchasing Controls

2.2.1. Describe the system's general capabilities in regards to managing the purchasing process & purchasing controls. Include description of levels of access and approval.

2.2.2. Describe the system's capabilities in regards to purchase order (PO) types & setup (i.e. blanket PO's, PO's under or over certain dollar thresholds, etc.).

2.2.3. Does the system allow blanket purchase orders without a vendor attached?

2.2.4. Does the system provide the capability to validate purchases against the current budget?

2.2.5. Describe the system's capabilities in regards to managing RFPs or other bid processes.

2.3. Invoice Payment Processing & Data Input

2.3.1. Does the system provide a summary screen view of obligations & invoices that are due as of a specified date?

2.3.2. Does the system provide the capability to concurrently access vendor information & history while processing obligations & invoices?

2.3.3. Does the system provide the capability to track commitment (encumbrance) and expenses vs. budget? At which segment levels (i.e. by project, by funder, etc.)?

2.3.4. Does the system support discounts earned on vendor payables?

2.3.5. Does the system provide the capability to automate invoice tracking & approvals, including future payables (i.e. from the time the invoice first shows up to the time it is paid, plus recording any known but not yet received invoices or payables)? If so, describe.

2.3.6. Does the system provide the capability to post recurring invoices (i.e. rent) without duplicating or corrupting data, as well as provide a complete audit trail?

2.3.7. Please describe the month-end and year-end processes for accounts payable.

2.3.8. Describe how the AP process is integrated with the GL and other segments.

2.3.9. Describe how adjustments to previously posted invoices are managed in the system.

2.3.10. Does the system have a warning system for duplicate vendor invoice numbers?

2.4. MUNIS Interface

2.4.1. Please describe your firm's experience integration your software package with other financial systems. Specifically identify any such related to MUNIS.

2.4.2. Given our current double entry of payables in MORPC's accounting system and the County's MUNIS system, please include your integration approach to eliminate or reduce the need for double entry.

2.5. Payables Analysis and Reports

2.5.1. Does the system have the capability to flag invoices that will cause accounts or projects to be over budget?

2.5.2. Describe the system's reporting & dashboard capabilities in regards to:

2.5.2.1. Invoice summary

2.5.2.2. Invoice detail

2.5.2.3. Transaction register (by type, by vendor, status, etc.)

2.5.2.4. Credit, debit, and cancellation reports

2.5.2.5. GL & subsidiary account verification

2.5.2.6. Payables by job, vendor ,or subcontractor

2.5.2.7. Aging reports

2.5.2.8. Payables due

2.5.2.9. General accounts payable reports

2.5.2.10. Receiving report

2.5.2.11. Open purchase order report

2.5.2.12. Unvouchered receipt report

2.5.2.13. Cash requirements report

2.5.2.14. Purchase journal

2.5.2.15. Purchase comparisons

2.5.2.16. Purchase discount analysis

2.5.2.17. Vendor analysis

2.5.2.18. Preferred vendor analysis

2.5.2.19. Other

2.6. Check Creation

MORPC does not write its own checks – the County issues checks on our behalf. Therefore check numbers, date, and other information need to be entered into MORPC's system from data obtained from the County's MUNIS system.

2.6.1. Describe how the system would accommodate this need.

2.6.2. Does the system allow for the voiding of checks while leaving an invoice open for payment?

3) ACCOUNTS RECEIVABLE REQUIREMENTS

3.1 Customer Master File

3.1.1. Describe the customer master file structure, setup, and maintenance.

3.1.2. Describe the system's capabilities for setting up and managing multiple customer billing rates and types (i.e. fixed fee, hourly rate, actual costs, etc.), default billing rates and types, and invoice aging periods.

3.1.3. Are there any limitations to the number of billing rates and types & fees that can be set up?

3.1.4. Describe the system's capabilities for managing customer contracts & related documents.

3.1.5. Does the system allow for customized fields in the Master file?

3.2. Invoicing

3.2.1. Describe the system's general invoicing functionality.

3.2.2. How flexible are the invoicing formats? How many invoice formats can be saved?

3.2.3. Does the system have the capability to automate processing for recurring invoices? If so, describe.

3.2.4. Does the system have the capabilities to assign multiple billing types to a customer on the same invoice?

3.2.5. Does the system have the ability to invoice multiple customers from the same project?

3.2.6. Describe the system's capabilities for handling installment invoicing.

3.2.7. Describe the system's ability to produce periodic customer statements.

3.2.8. Does the system have the capability to automatically distribute electronic invoices to customers via email or the internet?

3.2.9. Please describe the system's capabilities for adjusting invoices (debit, credit, voids).

3.2.10. Please describe the system's capabilities in regards to issuing refunds & credits.

3.2.11. Are there any limitations to the number of customer billing cycles that can be set up?

3.2.12. Please describe how the system's invoicing functionality integrates with the project, grant or other segments.

3.3. Cash Receipts

3.3.1. Describe the system's general cash receipts functionality.

3.3.2. Does the system have the capability to accept partial payments?

3.3.3. Describe the system's capabilities in regards to variable payment terms.

3.3.4. Describe the system's capabilities in regards to write-offs.

3.3.5. Describe the system's capabilities to accept and track advance funding.

3.4. Receivable Analysis & Reports

3.4.1. Describe the system's reporting & dashboard capabilities in regards to:

3.4.1.1. Invoice summary

3.4.1.2. Transaction register by – GL account, and transaction type

3.4.1.3. User defined aging reports

3.4.1.4. Customer transaction reports

3.4.1.5. Grant income analysis reports

3.4.1.6. Gross or net profit reports

3.4.1.7. Trend analysis reports

3.4.1.8. Cash flow forecast

3.4.1.9. Billing errors

3.4.1.10. Other

3.5. Other

3.5.1. Does the system have the capability to track payment collection attempts, customer communications, and payment disputes?

3.5.2. Can the system automatically issue past due notices?

3.5.3. What are the ways in which receivable reports can be viewed or sorted?

3.5.4. Describe any system nuances or capabilities to recognize revenue in other ways (i.e. from deferred revenue, advances, etc.).

4) TIMEKEEPING AND PAYROLL REQUIREMENTS

MORPC currently uses our MS Dynamics SL system for timekeeping and reporting, but payroll is processed via the County's MUNIS system.

4.1. Employee Files

4.1.1. Describe the employee master file structure, setup, and maintenance.

4.1.2. Describe how the system accommodates various pay period options (i.e. biweekly, weekly, cutting off at month end, etc.).

4.1.3. Describe the system's position classification & pay rate tables. Describe how the system handles different employee pay types (i.e. hourly, salaried, exempt, non-exempt).

4.2. Time Entry and Payroll Processing

4.2.1. Does the system provide the capability to enter time to specific projects and project subcategories and to various types of pay (i.e. regular pay, overtime pay, holiday, leave, etc.)?

4.2.2. Describe the ease of use and comprehension for finance and non-finance staff relating to the timekeeping system.

4.2.3. What types of devices can be used for entry?

4.2.4. Does the system have the ability to process and track leave requests, from initiation to final approval of leave? If so, describe the process including integration or warning of inconsistencies between the approved leave request and the time entered.

4.2.5. Describe the time approval and posting processes (i.e. in process, completed, rejected, etc.).

4.2.6. Does the system have a notification system (i.e. reminder to complete, reminder to approve, etc.)?

4.2.7. Describe the ability to customize the time entry and review screens.

4.2.8. Describe how budgeting (allocation) of time by employee occurs by both project and subcategories.

4.2.9. Describe how budget (allocation) availability by employee and project is integrated with the time entry screen.

4.2.10. Given our current need to use system reports to manually enter certain payroll information into the MUNIS system, please include your integration approach to eliminate or limit the need for additional entry.

4.2.11. Does the system support tracking and reporting various localities within the timekeeping system?

4.3. Timekeeping and Payroll Analysis and Reports

4.3.1. Describe the systems reporting capabilities in regards to:

4.3.1.1. Employee lists

4.3.1.2. Labor expense reports

4.3.1.3. Hours with earnings reporting

4.3.1.4. Labor reporting by type of pay (i.e. regular pay, overtime pay, holiday, leave, etc.)

4.3.1.5. Budget (allocation) reports

4.3.1.6. Budget vs. actual time reports

4.3.1.7. Flexible or compensatory time reporting

4.3.1.8. Payroll register

4.3.1.9. Compliance reports

4.3.1.10. Overtime report

4.3.1.11. Other time and payroll reports

5) PROJECT AND GRANT MANAGEMENT REQUIREMENTS

5.1. Project and Grant Setup

5.1.1. Please describe the system's project and grant setup capabilities and capabilities to setup subcategories within projects and grants.

5.1.2. Explain how the project and grant setups are integrated in the GL account structure.

5.1.3. Are there any limitations on the number of items within each segment (i.e. Are there limitations to the number of projects or number of grants that can be set-up)?

5.1.4. How are budgets integrated within the project and grant segments?

5.1.5. Identify how billing methods are integrated, accommodated, or applied within projects and grants.

5.1.6. Identify any abilities to accommodate unit of production entry, tracking, and reporting.

5.2. Project and Grant Analysis & Reports

5.2.1. Please describe the system's overall segment financial control capabilities and limitations.

5.2.2. For projects and grants, describe the systems reporting capabilities in regards to:

5.2.2.1. Cost analysis

5.2.2.2. Budget to actual analysis

5.2.2.3. Commitment (encumbrance) report

5.2.2.4. Actual plus commitment vs. budget analysis

5.2.2.5. Project transaction reporting

5.2.2.6. Subcategory reporting

5.2.2.7. Statements of net position

5.2.2.8. Statements of revenues, expenses, and changes in net position

5.2.2.9. Flexibility in reporting expenses by function within project or grant

5.2.2.10. Transaction-level reporting within project or grant

5.2.2.11. Forecasting reporting

5.2.2.12. System warning or error messages

5.2.2.13. Unit of production reporting

5.2.2.14. Other

6) FIXED ASSETS REQUIREMENTS

6.1. Equipment Files

6.1.1. Describe the equipment master file structure, setup, and maintenance.

6.2. Cost Calculation & Distribution

6.2.1. Does the system have the capability to identify fixed assets in Accounts Payable, and automatically add to the fixed assets inventory, with purchase amount, date, vendor, etc.?

6.2.2. Describe the system's capabilities in regards to general cost capitalization & distribution for fixed assets to multiple projects or subcategories.

6.2.3. Does the system have the capability to charge fixed assets to projects or grants?

6.2.4. Describe how the system depreciates assets at the segment level.

6.2.5. Describe the system's capabilities in regards to fleet & equipment control.

6.3. Fixed Assets Reports

6.3.1. Describe the systems reporting capabilities in regards to:

6.3.1.1. Cost distribution reports

6.3.1.2. Detailed fixed asset list

6.3.1.3. Fixed asset addition, deletion & year-end balance reporting

6.3.1.4. Asset maintenance cost analysis (i.e. for vehicles, etc.)

6.3.1.5. Depreciation and accumulated depreciation reporting

6.3.1.6. Depreciation projection reports, and at what segment levels, for forecasting purposes

7) INVENTORY SYSTEMS

7.1.1. Describe the systems capabilities in regard to inventory controls.

7.1.2. Describe the system's capabilities to trigger reordering of product.

7.1.3. Describe the system's capabilities in regard to assigning inventory to projects.

8) BUDGETING REQUIREMENTS

8.1. General Budgeting and Resource Forecasting

8.1.1. Describe the system's general budgeting and forecasting capabilities.

8.1.2. Does the system provide the capability to compare budget to actual for overall budgets as well as individual projects & grants over any period range?

8.1.3. Describe the system's capabilities to budget at summary and segment levels.

8.1.4. Does the system have the capability to manage budget revisions & provide an audit trail for budget revisions? If so, identify whether this is at an agency-wide level and/or segment levels.

8.1.5. Describe user access to prior budget versions.

8.1.6. Does the system have the capability to manage multi-year budgets?

8.1.7. Does the system accommodate varied budgeting by month within projects?

8.2. Creating a New Budget and Forecasts

8.2.1. Describe how a new budget is created in the system and the budget workflow.

8.2.2. Describe the system's capabilities to preview the impacts of a pending budget.

8.2.3. Can notes or comments be added to the budget detail?

8.2.4. Can multiple users input additions or changes to the budget? If so, what are the controls in place?

8.2.5. Describe the system's capabilities in regards to handling fixed dollar budgets as well as variable budgets.

8.2.6. Describe the system's capabilities in regards to handling growth rates when creating a new budget (i.e. salary adjustments, fringe and overhead rate changes, etc.).

8.2.7. Describe how budget and resource forecasting are managed in the system.

8.2.8. Can capacity planning be done at the employee level?

8.2.9. Describe the system's ability to pre-populate staff time allocations for future periods (for projection and planning purposes).

8.2.10. Can the system generate budgets based on varying assumptions?

8.2.11. How many versions of budgets may be used for comparisons?

8.3. Budget Review Process

8.3.1. Describe the budget review process.

8.3.2. Describe the system's capabilities for reviewing past budgets, spanning multiple periods.

8.3.3. Describe the system's capabilities to import and export budget information to and from Excel.

8.3.4. Can budgets be reviewed incorporating multiple segments?

8.4. Budget & Forecasting Analysis & Reports

8.4.1. For budgeting and forecasting, describe the systems reporting capabilities in regards to:

8.4.1.1. Agency-wide budgets

8.4.1.2. Budget reports by segment

8.4.1.3. Budget to actual reporting, spanning multiple periods

8.4.1.4. Comparison of multiple budgets or budget iterations

8.4.1.5. Budget reporting by user-defined summary functional areas (i.e. groupings of expense accounts, etc.)

8.4.1.6. Forecasting reports

8.4.1.7. Other

9) *PROJECT AND GRANT REQUIREMENTS*

9.1. Project and Grant Set-up

9.1.1. Describe the process to set-up project and grant segments.

9.1.2. Describe the input fields and integration of those fields within each segment or between segments and accounting functions.

9.1.3. Describe the controls/limitations of project and grant segments.

9.2. Project and Grant Management

9.2.1. Resource Management and Tools

9.2.1.1. Describe the system's capabilities in regards to managing resources & costs.

9.2.1.2. Describe the system's management tools.

9.2.1.3. Does the system generate alerts based on project calendars or milestones? If so, do the alerts integrate with programs like MS Outlook?

9.2.1.4. Please describe the system's overall capabilities in regards to managing contractors and subcontractors in terms of production or performance goals, planned vs. actual spending, reporting requirements, etc.

9.2.1.5. Does the system have the capability to manage documents within the system related to contracts, funder reports & purchase orders, etc.?

9.2.1.6. Does the system have the capability to track completion of production requirements or performance goals?

9.2.1.7. How does the system accommodate changes in grant or project time periods or funds available (i.e. grant time extensions or budget modifications)?

9.2.1.8. Describe the system's ability to warn or disallow spending over budget.

9.3. Project and Grant Analysis & Reports

9.3.1. Describe the systems reporting capabilities in regards to:

9.3.1.1. General cost & analysis reports

9.3.1.2. Project profit analysis

9.3.1.3. Project cost reports

9.3.1.4. Project carryover from year to year or period to period

9.3.1.5. Labor expense reports by segment (i.e. project or grant), by period

9.3.1.6. Production or performance reports

9.3.1.7. Percentage completion reports

9.3.1.8. Active and inactive project and grant reports

9.3.1.9. Reporting due dates (interim and final)

9.3.1.10. Contract status (execution, amendment, etc.) dates

9.3.1.11. Project and grant reporting with various fields

9.3.1.12. Other

10) INDIRECT COST AND FRINGE BENEFIT ALLOCATION REQUIREMENTS

MORPC has adopted the fixed rate method of calculating Fringe Benefit and Indirect Cost Rates. The rates are calculated based on the most recently audited fiscal year (currently the fiscal year is the calendar year) with adjustments for projected changes. Once approved, the provisional rates are billed for the fiscal year. At the end of the fiscal year, the actual rates are calculated and the difference between the estimated and actual costs are "carried forward" as adjustments to the future rates.

10.1. Fringe Benefit Allocations

10.1.1. Does the system provide the capability to apply a fringe rate to all labor costs and allocate the costs to the appropriate projects? If so, describe.

10.1.2. Describe the system's capability to allow different fringe rates in different calendar years.

10.2.Indirect Cost (Overhead) Allocations

10.2.1. Does the system provide the capability to apply an indirect rate to all direct project labor plus fringe costs and allocate the costs to the appropriate projects? If so, describe.

10.2.2. Describe the ability of the system to distinguish between indirect projects and direct projects (i.e. two different project types – one where the indirect rate is applied and one where the indirect rate is not applied).

10.2.3. Describe the system's capability to allow different indirect rates in different indirect years.

10.3. Indirect Cost and Fringe Benefit Analysis & Reports

10.3.1. Describe the systems reporting capabilities in regards to:

10.3.1.1. Estimated vs. actual fringe reports, monthly and annual

10.3.1.2. Estimated vs. actual indirect reports, monthly and annual

10.3.1.3. Ability to populate a state required fringe and overhead report

10.3.1.4. Project reporting for indirect projects

10.3.1.5. Other

11)PAPERLESS WORKFLOW AND DOCUMENT MANAGEMENT REQUIREMENTS

11.1. Document Entry & Retrieval

11.1.1. Does the system provide the capability to attach and retrieve supporting documents in the system?

11.1.1.1. If so, in what areas within the system?

11.1.1.2. If so, what document formats are supported (pdf, jpeg, tif, MS Word, MS Excel, etc)?

11.1.2. Please describe how the paperless aspect is integrated within the system.

11.1.3. Is the document management system part of the accounting system or a 3rd party product?

11.1.4. Please describe the system's capabilities in regards to attaching/entering documents into the system from various formats (i.e. scanned hard copy, emails, email attachments, from the network, etc.).

11.1.5. Does the system have a "print to" capability to allow printing and attaching documents from one area to another area within the system?

11.2.Paperless Workflow

11.2.1. Does the system provide the capabilities to route, approve, pay, retrieve, etc. the following transactions in a digital format:

11.2.1.1. Accounts payable invoices

11.2.1.2. Employee expense reports

11.2.1.3. Leave requests

11.2.1.4. Purchasing card transactions and statements

11.2.1.5. Journal entries & relevant supporting documentation

11.2.2. Does the system have the capability to email or otherwise electronically distribute documents from the system?

11.2.3. Describe the reporting capabilities for various paperless workflow items (i.e. report on approval of electronic timesheets, report on status of approval of leave requests, etc.)

11.3.Document Annotations

11.3.1. Please describe the system's capabilities regarding electronic document annotations & markups at any workflow stage (notes/comments, redactions, sign here, etc.).

11.3.2. Does the system provide any capability for editing documents within the system?

12)TECHNOLOGY REQUIREMENTS

12.1. System Specifications

12.1.1. Please describe the overall platform & architecture on which your system is based, from a server, application, database, and front-end perspective.

12.1.2. Please describe the scalability of your system. Can functional modules be easily added on post-implementation?

12.1.3. Does your system provide us with the option to run the system either on premises or hosted?

12.1.4. Please provide all server hardware, server operating system, database, and other specifications/requirements for running the on-premises version of your system.

12.1.5. Please provide all client workstation hardware, operating system, security settings, and software specifications/requirements for running both the on-premises and hosted versions of your system.

12.1.6. Please specify internet connection speed & requirements.

12.1.7. Please describe your system's mobile device platform & capabilities. Include the functionality that is supported from these devices & platforms.

12.1.8. Please describe the system's change control process. Does the system provide for a test environment where changes can be made, tested, and then promoted to production?

12.2.System Customization

12.2.1. Please describe the system's capability in regards to customizing field names & data entry screens.

12.2.2. Can we perform customizations to the system ourselves, or will it require vendor services?

12.3.Control & Audit

12.3.1. Please describe the system's user security architecture.

12.3.2. Please describe the system's access controls for various types of users.

12.3.3. Please describe the system's capabilities regarding duplicate record detection.

12.3.4. Please describe the system's capabilities regarding audit of system & transaction records.

12.3.5. Please describe the process for backing up and recovering data.

12.4. Data Migration & Integration

12.4.1. Please describe the options and related processes you will use to migrate data from the current system to your system.

12.4.2. Please specify any additional software required to perform the data migration.

13)GENERAL REQUIREMENTS

13.1. Pricing

Noting that MORPC is a nonprofit and a local government, provide pricing information as follows. A pricing summary template is provided at the end of this form. Double-click on the template to enter data in Excel format. Note the template is formatted as 11" x 17".

13.1.1. Please clearly specify all upfront and ongoing licensing, software, estimated hardware, implementation and other costs required of an on-premises deployment. Record your costs on the separately provided Pricing Summary, including itemized costs for different optional elements of the system.

13.1.2. Please specify all upfront and ongoing costs for a hosted implementation. Record your costs on the separately provided Pricing Summary, including itemized costs for different optional elements of the system.

13.1.3. Please provide historical reference as to price increases related to licenses and ongoing support fees over the last five years.

13.1.4. Please provide all costs relating to data migration and integration.

13.1.5. Identify your pricing structure for licenses based on finance department users and non-finance department users. The latter would presumably be primarily for timekeeping and report viewing purposes. Assume 7 users in the finance department and 80 users outside the finance department.

13.2. Implementation & Support

13.2.1. Please describe your implementation methodology & implementation team makeup, including resources required from MORPC.

13.2.2. Provide a proposed implementation timeline to provide for a 1/1/15 implementation.

13.2.3. Describe the end-user and administrator training that is provided as part of the implementation.

13.2.4. Please indicate the support & configuration documentation that will be provided to us.

13.2.5. Please indicate the support agreement terms and conditions, as well as the duration of any initial support agreement that may come with the system. Please be sure to clarify service level agreements, the scope of services provided by the support agreement, as well as methods we may utilize to contact support.

13.2.6. Generally how often do updates occur?

13.2.7. Generally how often are new versions released?

13.2.8. How long are older versions supported?

13.2.9. Are there user groups for your software that meet on a regular basis? Local, regional and/or national?

14) OTHER

Describe any other notable system capabilities that have not already been addressed.

Mid-Ohio Regional Planning Commission
Accounting System Proposal - Pricing Summary

Name of Accounting System Vendor:

NOTE: Vendors are welcome to edit the details for the Pricing Summary spreadsheet insofar as they ensure the integrity of each category and subtotals.

				First Year Costs	Future Year Costs
SoftwareCosts by area/element:					
1	General Ledger				
2	Accounts Payable				
3	Accounts Receivable				
4	Timekeeping and Payroll				
5	Project and Grant Management				
6	Fixed Assets				
7	Inventory				
8	Budgeting				
	Other:				
	Other:				
	Other:				
	Other:				
	Other:				
	Other:				
	Other:				
	Subtotal of Software Costs			$ -	$ -
Data Migrations Costs:		**Unit**	**Unit Cost**		
	Labor Hours & Costs			$ -	
	Software Costs			$ -	
	Other Direct Costs			$ -	
	Subtotal Data Migration Costs			$ -	$ -
	Narrative/Description (if needed):				
Licensing Cost:		**Unit**	**Unit Cost**		
	(Detail by type of user, if applicable)				
	System Administrators			$ -	
	Finance Users			$ -	
	Non-Finance Users (Limited Access)			$ -	
	Subtotal Licensing Costs			$ -	$ -
	Narrative/Description (if needed):				
Implementation, Training & Support Costs:		**Unit**	**Unit Cost**		
	Customization / Implementation			$ -	
	Training			$ -	
	Support Costs			$ -	
	Subtotal Implem., Training & Support Cost			$ -	$ -
	Narrative/Description (if needed):				
Maintenance Costs:					
	First year				
	Annual projection				
	Subtotal Maintenance Costs			$ -	$ -
	Narrative/Description (if needed):				
Hardware Costs:					
	(explain)			$ -	
	Subtotal Hardware Costs			$ -	$ -
Other Costs:					
	(explain)				
	Subtotal Other Costs			$ -	$ -
	TOTAL			$ -	$ -