



OLDHAM COUNTY FISCAL COURT

100 WEST JEFFERSON STREET, SUITE 4, LA GRANGE, KENTUCKY 40031
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REQUEST FOR PROPOSAL

FINANCIAL ACCOUNTING SOFTWARE

INTRODUCTION

Oldham County Fiscal Court will be purchasing software to meet its accounting and financial reporting requirements including the following applications:

- General Ledger
- Budget Management
- Accounts Payable
- Bank Reconciliation
- Cash Receipts
- Financial Reporting
- Excel Import/Export
- Report & Forms Designer
- EFT (incoming/outgoing)
- Fees, Taxes & Licenses Tracking
- Fixed Assets
- Purchasing (including encumbrance reporting)

CURRENT SOFTWARE

The organization is currently using Great Plains (Microsoft Dynamics) software for its accounting requirements. The system has been in use since 2003. We have 4 concurrent users.

PROJECT COORDINATOR

All inquiries concerning this RFP and project should be directed to:

Melissa Horn
Treasurer
502.222.9357
mhorn@OldhamCountyKy.gov

At this time, we are seeking budgetary estimates. Please include the following information in your quote:

Data Conversion

Vendor File - approximately 900 records
Chart of Accounts file – approximately 800 records

Software

Specify which software packages you are recommending, as well as the minimal and recommended requirements to run that software. If there are any "unique" licensing costs associated with the software, please specify.

Investment Summary

Provide a total cost for the solution that you are submitting. Please provide breakdown of all costs for each item proposing. This could include hardware, software, services, training, travel and any other expenses that the project might incur.

Migration Plan

Please specify how this will take place as well as any requirements to accomplish this in the most efficient manner.

Proposal Opening

The proposal will be opened on August 16 at 2:00 p.m. at the regularly scheduled Fiscal Court meeting.

Rejection of Proposal

Oldham County Fiscal Court reserves the right to reject any and all proposals and award the bid, which is in the best interest of Oldham County. Failure or inability to meet any of the requirements set forth in this specification will be sufficient reason to disqualify any bidder.

Proposal Duration

All prices quoted by the bidder in this proposal must remain unchanged for a period of ninety (90) days after the date of bid opening.

Presentations

Selected bidders may be asked to make presentations to the Project Coordinator and / or others who will be involved with the proposal evaluation. The time and place for such presentations will be decided after the proposals are opened and a preliminary evaluation has been accomplished. Oldham County Fiscal Court reserves the right to eliminate this step in the bidding process if it so desires.

Level of Effort Expected by the Successful Systems Bidder

Oldham County Fiscal Court expects that the successful bidder will be able to supply applications, programs, personnel, training, software maintenance and assistance in the details of implementing the system so that it is operational in a minimum amount of time at a minimum cost. In many respects, this installation can best be described as "turnkey", and the successful bidder should be prepared to supply the type of support consistent with these requirements.

Type of Cost Proposal Desired

All prices quoted in proposals should be fixed price in so far as supporting software and support services are concerned. Bidders have the option of quoting fixed price or time and materials prices for such things as training and implementation costs. If time and materials prices are quoted, the proposal must show a table of guaranteed hourly rates for the level of service provided together with a statement of expected costs for a two-year period.