

INTER OFFICE MEMO

To: Administration & Finance Committee

Date: 01/26/2024

From: Amber Johnson, Chief Financial Officer

Reviewed by: WC.

SUBJECT: Financial Management Software Contract Award

Background:

As reported to the Committee at its January 2024 meeting, the Authority has been discussing replacement of its accounting software since 2017. After conducting an informal search for replacement accounting software packages during the months of October to December 2023, staff published a formal Request for Proposals (RFP) on December 22, 2023. The RFP document requested proposals to purchase and implement a cloud-based accounting software application that will record the Authority's financial activity and examine its financial position. Responses were due January 15, 2024.

Evaluation Process:

County Connection received six qualified and timely proposals from the following vendors:

- Abila MIP (partner/reseller: Software Simplified)
- AccuFund (partner/reseller: ComputerWorks NFP Solutions)
- Caselle
- FE NXT (partner/reseller: Zobrio)
- SAP Business by Design (partner/reseller: Sapphire Systems)
- Tyler MUNIS

The specific software features outlined by the RFP were:

- General System and Data Requirements
- General Ledger
- Budgeting
- Accounts Payable – with emphasis on electronic workflows
- Accounts Receivable and Cash Receipting
- Grants
- Fixed Assets
- Project Accounting
- Reporting
- User Accounts & Security
- Contract Management

The proposals were reviewed by staff based on the following criteria as outlined in the RFP:

| Criteria | Weight |
|--|---------------|
| Responsiveness of the written proposal to this RFP. | 10% |
| Software quality and features, including the vendor's ability to meet requirements specified in this RFP. | 40% |
| Vendor experience, references, and commitment to successful implementation, ongoing maintenance, and technical support. | 10% |
| System cost, including but not limited to initial purchase price, installation, implementation, training, licensing, and annual maintenance. | 40% |
| Total | 100% |

Each proposal was ranked from 1-10 in each of the above categories, then that ranking was weighted using the percentage of the category. The maximum score a proposal could receive was 10 using this system.

Based on the initial scoring, FE NXT and Accufund received rankings of 9.5 or above, and were deemed the most qualified to provide accounting software that best meets the needs of the Authority. Staff attended demonstrations by both vendors to assess the functionality, usability, and capability of both software packages. In addition, staff utilized this opportunity to assess the proficiency and customer service of the project manager(s) who would lead the implementation. Staff also contacted references provided by both vendors to further assess the software functionality and reliability.

Staff concluded that AccuFund (in conjunction with partner and re-seller, ComputerWorks NFP Solutions) possesses significant experience with governmental fund accounting systems, electronic workflows, and grant and project accounting tools. AccuFund offers a GASB-compliant, affordable solution with robust functionality, and the ComputerWorks team is well suited to lead staff in the set-up and implementation of the new software.

Financial Implications:

The total proposed cost of the AccuFund system is quoted at \$87,580, including implementation costs, for an initial three-year term. Included in the quote is the ongoing annual subscription cost of \$17,760. This will replace the \$21,327 annual cost of the Authority's current accounting software support agreement with Nomad for the PowerUP system.

Staff recommends a maximum sum not exceed \$100,000 for the three-year contract to allow room for additional training or implementation costs that might be discovered during the implementation phase. This expense can be accommodated in the Authority's FY 2024 budget and forecast.

As part of the financial analysis, staff also considered how much time might be saved with modern financial management software. By reducing manual processes, staff conservatively estimates that 124 hours or \$13,155 in staff time will be saved annually utilizing increased software productivity. Of course, this figure should not be counted as a "bottom line" savings since these staff hours will be absorbed by other critical areas of financial management of the Authority.

Recommendation:

Staff recommend awarding a contract for the purchase and implementation of financial management software to AccuFund/ComputerWorks NFP Solutions for a three-year base term for an amount not-to-exceed \$100,000.

Action Requested:

Staff requests that the A&F Committee forward this item to the Board for approval to authorize the General Manager to enter into an agreement with AccuFund/ComputerWorks NFP Solutions to purchase and implement financial management software.

Attachments:

None.