



**CITY OF GUYTON**  
**REQUEST FOR PROPOSALS**  
**FUND ACCOUNTING &**  
**UTILITY BILLING SYSTEM**  
**RFP #17-01**

1. **Overview.** The City of Guyton is requesting proposals for an integrated municipal finance software system including conversion and implementation services, ongoing training and technical support for the system. The system should include all or part of the following comprehensive, fully integrated systems: Financials-including Annual Report Schedules, Budget Preparation, Accounts Payable, Cash Receipting, Payroll/Human Resources, and Utility Billing applications. This will be a competitive negotiation process. The City reserves the right to reject all proposals and issue another Request for Proposal (RFP). This RFP does not commit the City of Guyton to reimburse vendors for proposal submission costs. Price is an important consideration in this process, but not the only consideration. Other factors include track record of successes at other municipalities or utilities, identification and understanding of the City's requirements as embodied in the following list of questions, and experience and qualifications of key personnel. The City of Guyton is a full service City with a population of approximately 1,800. Services provided include: police and fire protection, street maintenance and improvement, municipal court, leisure services, general administrative and financial services. The City also owns and operates water, sewer and storm drainage systems. The accounting policies of the City conform to the Budgeting, Accounting and Reporting System for Accrual Basis of Accounting local governments prescribed by the State Auditor.
2. **Deadline.** All proposals must be received by the City Manager no later than 4:00 PM local time, Friday, June 09, 2017.
3. **Proposal Instructions.** Answer the stated questions listed below. If additional pages are necessary they may be attached to your proposal. If desired, you may include pre-printed product literature regarding your system(s). Provide one price quote for the entire system and a separate quote for each separate subsystem, and the length of time to which your price quote applies. If enhancements are required to accommodate a specific task identified below, identify the cost of such enhancement. For each subsystem, identify when the application was first put into production, how many sites are using the application, and how many installations are in progress. Submit (1) original with signatures, two (2) copies, and (1) electronic version of the RFP response to the following address:

Proposals shall be sealed and labeled as follows:

Fund Accounting & Utility Billing Software  
 City of Guyton  
 PO Box 99  
 Guyton, Georgia 31312  
[lauree.morris@cityofguyton.com](mailto:lauree.morris@cityofguyton.com)

**4. RFP Process.**

- a. Communication with City.** All vendor communications concerning this acquisition must be directed to the City's RFP Coordinator or his representative. The City's RFP Coordinator is:

Lauree Morris, Interim City Manager  
City of Guyton  
PO Box 99  
Guyton, Georgia 31312  
Telephone: (912) 772-3353  
Fax: (912) 772-XXXX  
[lauree.morris@cityofguyton.com](mailto:lauree.morris@cityofguyton.com)

- b. Contacting Others.** Unless authorized by the RFP Coordinator, no other City official, employee or consultant is empowered to speak for the City with respect to this acquisition. Vendors are advised that information, clarification, or interpretations from other City officials, employees or consultants should be used at a Vendor's own risk, and that the City shall not be bound by any such representations. Vendors are cautioned against contacting any City official, employee or consultant other than the RFP Coordinator. Failure to observe this requirement may result in the disqualification of the Vendor.
- c. Letter of Interest.** Vendors who wish to submit responses are requested to submit a Letter of Interest by mail, fax or e-mail to the City's RFP coordinator no later than the date listed in section 2. The purpose of the Letter of Interest is to ensure Vendors receive all RFP addenda, answers to questions posed by Vendors and other related information. The City will consider this letter as intent to propose only, without further obligation to the Vendor. The Letter of Interest must designate the officer, employee, or agent who will officially represent the Vendor for all communications and through the entire process of this acquisition. The following information should be provided for this individual:
- i.** Name,
  - ii.** Title,
  - iii.** Company Name,
  - iv.** Mailing Address,
  - v.** Telephone Number,
  - vi.** Facsimile Number and
  - vii.** EMail Address

- d. **Schedule.** The following table details the various milestones and completion dates related to this RFP:

| Description   | Completion Date |
|---|-----------------|
| RFP Issued  | May 17, 2017    |
| Letter of Interest from Vendors                                     | May 23, 2017    |
| Vendors submit Questions no later than 4pm local time               | May 30, 2017    |
| City's Response to Questions  | June 02, 2017   |
| Vendors to submit proposals by 4pm local time                       | June 09, 2017   |
| Announcement and award of successful vendor at City Council Meeting | July 11, 2017   |

e. **Request for Proposal Overview.**

- i. **Hardware/Network Configuration.** The configuration of the network is critical to the successful operation and long-term viability of the application software. The hardware, network, and application software must all work well together to form a total system. Consequently, the software vendor will work with the IT Service Contractor, Sophicity, to ensure that the network is configured properly for use with their software.
- ii. **Application Software.** The City of Guyton requires a vendor that is committed to serving the information management needs of the City. This vendor shall provide application software, as well as annual service and support that ensure that the software remains up-to-date both technically and functionally.
  - 1. **Standards and Fund Accounting.** All financial applications shall be genuine fund-accounting based, shall support governmental accounting and shall be fully compliant with appropriate governmental accounting standards.
  - 2. **Provision of Information.** It is the responsibility of the vendor to provide sufficient information about their software products to provide a basis for technical evaluation and comparison with software from other vendors.
- iii. **Proposal Format.** To help support the evaluation process, Proposals shall adhere to the following format.
  - 1. **Title Page.** The title page shall include the company name, address, and telephone number to call for information regarding the Proposal.
  - 2. **Cost Summary Proposal Sheet.** The first section shall provide itemized costs summarized on the Cost Summary Proposal Sheet provided with this RFP. This sheet shall be completed and included as the next page following the Title Page. All anticipated costs to the City shall be identified and itemized.
  - 3. **Executive Summary.** The second section shall provide an overview of the Proposal. It should include any points the vendor wishes to highlight, as well as any relevant conditions or restrictions.

- 4. Company Profile including References.** The third section shall provide a profile of the company, including the number of employees and their locations. A list of appropriate local government clients shall be provided. At least five references shall be provided. These shall provide the names, telephone numbers, email address and titles of contacts where the vendor's software is currently in use. At least three (3) of these, if possible, should be of a similar size as the City of Guyton (1,500 - 2,000).
- 5. Vendor Qualifications.** The fourth section shall provide responses to the vendor qualification questions included in section five (5) of this proposal.
- 6. Additional Information.** Subsequent sections may be used to present any additional information pertinent to the proposal process.
- 7. Inquiries.** Vendors who have questions about this RFP shall submit them in writing via mail, fax or e-mail. Vendor's written questions and City responses will be distributed as Addenda to the RFP document via Google Drive to all Vendors who submit a Letter of Interest.

The City's RFP Coordinator must receive questions no later than the time specified in section 4.d. to enable the City to respond. Failure to request clarification of any inadequacy, omission or conflict will not relieve the Vendor of responsibility. Answers to Vendors' questions will be provided in writing via a shared Google Document.
- f. Addenda to this RFP.** Changes to this RFP will be made only by formal written addendum issued by the City's RFP Coordinator. Any addendum will be e-mailed to all Vendors who submit Letters of Interest. The City may make addenda to this RFP if, in the sole judgment of the City, the changes will not compromise the City's objectives. All addenda issued shall become a part of the specifications of this RFP, and will be made part of the contract.
- g. Delivery of Responses.** Responses must be received at the City's RFP Coordinator office no later than the time for response due date as listed in section 4.d. Submit (1) original with signatures, two (2) copies, and (1) electronic version of the RFP response.
- h. Cost of Preparing Responses.** The City will not be liable for any costs incurred by Vendors in the preparation and presentation of responses submitted in response to the RFP or in the participation in demonstrations.
- i. Errors in Responses.** Vendors are responsible for all errors or omissions in their responses, and any such errors or omissions will not diminish their obligations to the City.
- j. Withdrawal of Responses.** Vendors may withdraw their response by making a written request to the RFP Coordinator prior to response due date and time.
- k. Rejection of Responses.** The City reserves the right to reject any or all responses at any time without penalty and to waive immaterial defects and minor irregularities in responses.
- l. Response Disposition.** All material submitted in response to this RFP shall become the property of the City upon delivery to the City's RFP Coordinator.
- m. Clarification of Responses.** The City reserves the right to obtain clarification of any point in a vendor's response or to obtain additional information necessary to evaluate a response. Failure of a vendor to respond to such a request for additional information or clarification

within three (3) business days may result in rejection of the vendor’s response. Such request for clarification shall be made at the sole discretion of the City, and the City’s retention of this right shall in no way reduce the responsibility of vendors to submit complete, accurate and clear responses.

**n. Incorporation of RFP and Response in Contract.** This RFP and the vendor’s response, including all promises, warranties, commitments and representations made in the successful response, shall be binding and incorporated by reference in the contract.

**5. Vendor Qualifications.** The following requirements and features have been identified by the City of Guyton for inclusion in the desired system. The responses should be in the following format: Circle "Y" if the item is included as part of the standard system package. Circle "N" if the item is not available. Circle "M" if the system requires modifications to meet this specification. Please identify the estimated cost of any required modification.

|  |              |
|--|--------------|
| <p><b>Single Input:</b> Information should be entered into the system one time. Duplicate entry of data should be eliminated. This should provide greater efficiency, timely information, and eliminate errors introduced through data re-entry.</p>   | <p>Y N M</p> |
| <p><b>Client/server or Cloud:</b> Solution proposed must be a client/server or cloud based application</p>   | <p>Y N M</p> |
| <p><b>Ease of Use:</b> The system must be easy to use and learn. A Windows environment is preferred or a browser based client. If client is a Window application, specify the latest version of Windows supported (circle one):</p> <p style="padding-left: 40px;">Windows 7   Windows 8   Windows 10</p> <p>If client is browser based, what browsers are supported (circle all that apply):</p> <p style="padding-left: 40px;">Chrome   Firefox   Internet Explorer   Microsoft Edge</p> | <p>Y N M</p> |
| <p><b>Real Time Information:</b> The system must be real time, not batch. Budget: Transactions that will affect financial balances should be reflected immediately in the appropriate ledgers. Forecast: Users should be able to forecast required resources based on current, actual data.</p>  | <p>Y N M</p> |
| <p><b>Remote Access:</b> The system must provide access to remote departments for budget and other financial information.</p>  | <p>Y N M</p> |
| <p><b>Schedule:</b> Install system in a timely manner and according to a mutually agreeable schedule.</p>  | <p>Y N M</p> |
| <p><b>Convenient Communications:</b> The system should facilitate the exchange of information by supporting electronic messaging and email functions.</p>  | <p>Y N M</p> |
| <p><b>Ad Hoc Reporting:</b> The system should provide reporting tools for generating custom reports from system information.</p>   | <p>Y N M</p> |

| <p><b>System Documentation:</b> Do you provide system documentation manuals for each subsystem?</p>   | <p><b>Y N M</b></p> |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
|---|---------------------|------|-----------------|--|------------|--|------------------|--|--------------------|--|-----------------------------|--|-----------------|--|-------------------------|--|-----------------|--|------------|--|---------------------|
| <p><b>User Group Meetings:</b> Do you currently sponsor regular (i.e., quarterly/annually) user group meetings for each module?<br/>                 Where does the nearest (to Guyton) user group meet?</p>  | <p><b>Y N M</b></p> |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| <p><b>User Documentation:</b> Do you provide user documentation manuals for each subsystem?</p>   | <p><b>Y N M</b></p> |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| <p><b>Training and Support:</b> Do you provide detailed on-site training, documentation, and support?<br/>                 Is ongoing training and support available?<br/>                 State hours of live support availability:<br/>                 Days of Week: _____<br/>                 Hours of Day: _____</p>  | <p><b>Y N M</b></p> |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| <p><b>Training:</b> Specify how many staff-days of training you anticipate providing as part of your proposal:</p> <table border="1" data-bbox="240 894 1136 1570"> <thead> <tr> <th data-bbox="240 894 844 961">Module</th> <th data-bbox="844 894 1136 961">Days</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 961 844 1029">System Overview</td> <td data-bbox="844 961 1136 1029"></td> </tr> <tr> <td data-bbox="240 1029 844 1096">Financials</td> <td data-bbox="844 1029 1136 1096"></td> </tr> <tr> <td data-bbox="240 1096 844 1163">Annual Reporting</td> <td data-bbox="844 1096 1136 1163"></td> </tr> <tr> <td data-bbox="240 1163 844 1230">Budget Preparation</td> <td data-bbox="844 1163 1136 1230"></td> </tr> <tr> <td data-bbox="240 1230 844 1297">Accounts Payable/Purchasing</td> <td data-bbox="844 1230 1136 1297"></td> </tr> <tr> <td data-bbox="240 1297 844 1365">Cash Receipting</td> <td data-bbox="844 1297 1136 1365"></td> </tr> <tr> <td data-bbox="240 1365 844 1432">Payroll/Human Resources</td> <td data-bbox="844 1365 1136 1432"></td> </tr> <tr> <td data-bbox="240 1432 844 1499">Utility Billing</td> <td data-bbox="844 1432 1136 1499"></td> </tr> <tr> <td data-bbox="240 1499 844 1566">Permitting</td> <td data-bbox="844 1499 1136 1566"></td> </tr> </tbody> </table> | Module              | Days | System Overview |  | Financials |  | Annual Reporting |  | Budget Preparation |  | Accounts Payable/Purchasing |  | Cash Receipting |  | Payroll/Human Resources |  | Utility Billing |  | Permitting |  | <p><b>Y N M</b></p> |
| Module  | Days                |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| System Overview   |                     |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| Financials  |                     |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| Annual Reporting  |                     |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| Budget Preparation  |                     |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| Accounts Payable/Purchasing   |                     |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| Cash Receipting   |                     |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| Payroll/Human Resources   |                     |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| Utility Billing   |                     |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| Permitting  |                     |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| <p><b>Functional fit:</b> If you are chosen as a finalist, are you willing to provide a functional fit in order to confirm your proposal responses in order to allow the City to more fully evaluate your product?</p>  | <p><b>Y N M</b></p> |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
| <p><b>References:</b> Please provide a list of municipalities or public utilities that use your system, along with names and phone numbers of responsible individuals who can be contacted.</p>   | <p><b>Y N M</b></p> |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |
|   |                     |      |                 |  |            |  |                  |  |                    |  |                             |  |                 |  |                         |  |                 |  |            |  |                     |

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| <b>Hourly rates:</b> As part of your proposal, please provide staff hourly rates for additional work outside the scope of any contract should the vendor be selected. There should also be costs included for data conversion.   | Y N M |
| <b>Report writer:</b> Please describe how your report writer works and identify if it is provided by another entity.   | Y N M |
| <b>Vendor profile:</b> Please provide a vendor profile that indicates <ul style="list-style-type: none"> <li>- Number of staff</li> <li>- Years established</li> <li>- Key personnel</li> </ul>  | Y N M |
| <b>Product Testing.</b> Describe how you conduct product testing and explain how it will ensure the system is ready for production.  | Y N M |
| <b>Security:</b> The system should be capable of enforcing uniform policies and procedures throughout the City of Guyton. Security should cover various levels from user to user class or group. Please describe, on a separate sheet, what security provisions your system has. | Y N M |

**6. System Specifications.**

|  |                |
|--|----------------|
| Does the system include basic password protection for standard access?   | Y N M          |
| For the password can you specify: <ul style="list-style-type: none"> <li>- That it must include numbers.</li> <li>- That it cannot be the same as a prior password.</li> </ul> | Y N M<br>Y N M |
| Can application access be restricted by password?  | Y N M          |
| Does the system use a GUI interface?   | Y N M          |
| Is file recovery automatic after a system failure?   | Y N M          |
| State-of-the-art database, such as Oracle, MS SQL, MySQL or PostgreSQL?<br>Please specify:   | Y N M          |
| Does the database support real-time processes?   | Y N M          |
| Does the system run on a Microsoft Active Directory Network?   | Y N M          |

**7. Financial System.**

|  |       |
|--|-------|
| System is real time system not batch processing? | Y N M |
| Menus have drill-down capabilities for detail?   | Y N M |
| ALL screens in a GUI format?                     | Y N M |

|  |  |
|--|--|
| System has complete on-line help function?   | <b>Y N M</b>   |
| Report writer for ad-hoc reporting?  | <b>Y N M</b>   |
| Handle an unlimited number of accounts?  | <b>Y N M</b>   |
| Does the system provide an adequate audit trail for each transaction?  | <b>Y N M</b>   |
| Interface capability to other software products?   | <b>Y N M</b>   |
| Interface to bank reconciliation?  | <b>Y N M</b>   |
| Does the system provide for centralized account management?  | <b>Y N M</b>   |
| Are users restricted from access of applications not within their authority?   | <b>Y N M</b>   |
| Can information be exported to other systems such as Excel?  | <b>Y N M</b>   |
| Can reports be generated for each individual fund?   | <b>Y N M</b>   |
| Is the system able to provide multiple payment centers?  | <b>Y N M</b>   |
| Is security provided by user?  | <b>Y N M</b>   |
| Allow at least 13 periods per year to provide open periods?  | <b>Y N M</b>   |
| Allow unlimited number of years of detail information?   | <b>Y N M</b>   |
| Does the system provide for real time maintenance of account:<br>- Status?<br>- Balance?   | <b>Y N M</b><br><b>Y N M</b>                                 |
| Which of the following reports are available:<br>- Detail of transactions by account/object code?<br>- Revenue and expense detail by account?<br>- Revenue and expense summary?<br>- Ability to sort by data by fund, department, object, etc? | <b>Y N M</b><br><b>Y N M</b><br><b>Y N M</b><br><b>Y N M</b> |
| Is selectivity for accounting information available:<br>- By account?<br>- By period?<br>- By date range?<br>- By amount?  | <b>Y N M</b><br><b>Y N M</b><br><b>Y N M</b><br><b>Y N M</b> |
| Can reports be rerun for periods other than the current period?  | <b>Y N M</b>   |
| Does the system support Cash Basis accounting method as required by the GA State Auditor?  | <b>Y N M</b>   |
| Can entries be reversed and deleted automatically?   | <b>Y N M</b>   |
| Are entries tracked as to:<br>- Transaction date and time?   | <b>Y N M</b>   |



|   |       |
|---|-------|
| - Posting date and time?  | Y N M |
| - By user performing entry?   | Y N M |
| Allow unlimited number of journal entries?  | Y N M |
| Does the system have an approval process for account maintenance?   | Y N M |
| On-line screen inquiry including unlimited history?   | Y N M |
| Can the previous year be “locked” after year-end closure occurs so inadvertent changes cannot be made?                          | Y N M |
| Does the system provide year-end annual reporting for non-GAAP Reporting?   | Y N M |
| Does the system provide the Annual Report Schedules printed directly from the System that is consistent with BARS requirements? | Y N M |
| Will the System allow for expanded BARS numbers and/or change in BARS structure if required?                                    | Y N M |
| Allow on-line notes to accounts?<br>How many? _____   | Y N M |
| How many user-defined Chart of Account components? _____  | Y N M |
| How many characters available in the chart of accounts? _____   | Y N M |
| Will the system allow accounting periods other than the City's fiscal year for projects and grants?                             | Y N M |
| How many funds can your system manage? _____  | Y N M |
| <b>Financial Module Cost:</b>   | \$    |
| <b>Annual Maintenance:</b>  | \$    |

**8. Budget Preparation.**

|   |       |
|---|-------|
| Forecast (using different methods) current-year ending balances based on current year-to-date data? | Y N M |
| Will the budget system allow import of data from another payroll system?                            | Y N M |
| Modify a single line item, ranges of items or the entire file based on parameters entered?          | Y N M |
| Allow for budget amendments and maintain the original budget and the amended budget?                | Y N M |
| Can multi-year project budgets be integrated into the annual budget?                                | Y N M |

|                     |    |
|---------------------|----|
| Budget Module Cost: | \$ |
| Annual Maintenance: | \$ |

**9. Accounts Payable/Purchasing.**

|  |       |
|--|-------|
| System is real time system not batch processing?   | Y N M |
| Menus have drill-down capabilities for detail?   | Y N M |
| ALL screens in a GUI format?   | Y N M |
| System has complete online help function?  | Y N M |
| Report writer for ad-hoc reporting?  | Y N M |
| Handle an unlimited number of accounts?  | Y N M |
| Can the system support online paperless requisition and purchase orders, including online approvals? | Y N M |
| Does the system provide for vendor maintenance:  |       |
| - By vendor name?  | Y N M |
| - By vendor number?  | Y N M |
| Does the system support temporary vendors?   | Y N M |
| Does the system track whether vendors require 1099's?  | Y N M |
| Will the system track vendor product/service codes?  | Y N M |
| Can you cancel invoices in the system?   | Y N M |
| Can you cancel checks in the system?   | Y N M |
| Does the system allow unlimited number of vendors?   | Y N M |
| Does the system allow unlimited years of history?  | Y N M |
| Will the system allow you to work in both current and future periods?                                | Y N M |
| Does the system interface with other systems such as:  |       |
| - Financials?  | Y N M |
| - Budgets & Encumbrances?  | Y N M |
| - Cash Receipting/Refunds?   | Y N M |
| - Purchasing?  | Y N M |
| - Fixed Assets?  | Y N M |
| - Permitting?  | Y N M |
| Does the system support both check and voucher printing?   | Y N M |
| Do transactions directly affect General Ledger accounts in:  | Y N M |
| - Income?  | Y N M |

|  |   |
|--|---|
| - Expenses?<br>- Budget?   | Y N M                                     |
| Does the system support recurring entries (biweekly, monthly)?   | Y N M                                     |
| Does the system provide a check reconciliation system?   | Y N M                                     |
| Are duplicate payments prevented?  | Y N M                                     |
| Can the system print and/or E-File 1099's at year-end for vendors requiring them?  | Y N M                                     |
| Can the system generate a flexible payment approval list for City Council approval?                                      | Y N M                                     |
| Does the system provide user-defined payment terms?  | Y N M                                     |
| Access vendor history by vendor:<br>- Vendor Name?<br>- Invoice Number?<br>- Invoice Date?<br>- Check date?<br>- Amount? | Y N M<br>Y N M<br>Y N M<br>Y N M<br>Y N M |
| Does the system track Georgia State "use" tax by expenditure account?  | Y N M                                     |
| Does the vendor screen information include contract limits?  | Y N M                                     |
| Does the system allow for both treasurer's checks, and warrants?   | Y N M                                     |
| Does the system provide the use of clearing funds for accounts payable and payroll to disburse cash?                     | Y N M                                     |
| Does the system accommodate wire transfers of funds?   | Y N M                                     |
| Does the system verify budget status prior to accepting a transaction?   | Y N M                                     |
| Accounts Payable/Purchasing Module Cost:   | \$  |
| Annual Maintenance:  | \$  |

**10. Cash Receipting.**

|  |       |
|--|-------|
| System is real time system not batch processing? | Y N M |
| Menus have drill-down capabilities for detail?   | Y N M |
| ALL screens in a GUI format?                     | Y N M |
| System has complete online help function?        | Y N M |
| Report writer for ad-hoc reporting?              | Y N M |

|   |                                  |
|---|----------------------------------|
| Handle an unlimited number of accounts or transaction codes?  | Y N M                            |
| Does the system provide centralized collections?  | Y N M                            |
| Will the system distribute appropriate information to:<br>- Financials?<br>- Utility Billing?<br>- Business License?<br>- Permitting? | Y N M<br>Y N M<br>Y N M<br>Y N M |
| Can the system track all entered payments including voided receipts?  | Y N M                            |
| Does the system provide integration to an electronic cash drawer system?  | Y N M                            |
| Can the system allow collection of all methods of payment at one location?  | Y N M                            |
| Does the system provide cash-out procedure for balancing each operator?   | Y N M                            |
| Does the system provide the ability to define payment mode and provide daily deposits, cash & check composition?                      | Y N M                            |
| Can the system print a cash receipt on demand?  | Y N M                            |
| Can you view transactions in the cash receipts inquiry?<br>- Pending transactions?<br>- Historical transactions?                      | Y N M<br>Y N M                   |
| Does the system provide on-line payment information?  | Y N M                            |
| Does the system allow one or more transactions per receipt?   | Y N M                            |
| Will the system allow for credit card payments?   | Y N M                            |
| Will the system interface with 3 <sup>rd</sup> party software for:<br>- Business licenses?<br>- Permitting?                           | Y N M<br>Y N M                   |
| Cash Receipting Module Cost:  | \$                               |
| Annual Maintenance:   | \$                               |

**11. Payroll/Human Resources.**

|  |       |
|--|-------|
| System is real time system not batch processing? | Y N M |
| Menus have drill-down capabilities for detail?   | Y N M |
| ALL screens in a GUI format?                     | Y N M |
| System has complete online help function?        | Y N M |

|  |  |
|--|--|
| Report writer for ad-hoc reporting?  | <b>Y N M</b>   |
| Handle an unlimited number of accounts?  | <b>Y N M</b>   |
| Does the system support standard user-defined salary tables?   | <b>Y N M</b>   |
| Allow unlimited salary tables?   |  |
| Does the system support part-time and hourly employees, with prorated benefits?  | <b>Y N M</b>   |
| Does the system accommodate employees with unusual shifts (i.e., police, fire)?  | <b>Y N M</b>   |
| Can the system support multiple positions for a single employee?   | <b>Y N M</b>   |
| Does the system automatically account for and distribute overtime pay in accordance with the Fair Labor Standards Act (FLSA)?        | <b>Y N M</b>   |
| Is the payroll system integrated to the Financials and budget?   | <b>Y N M</b>   |
| Does the system track accrued time earned?<br>- Vacation?<br>- Sick Time?<br>- Comp Time?<br>- How many user defined accruals? _____ | <b>Y N M</b>   |
| Does the system support multiple pay periods?  | <b>Y N M</b>   |
| Allow an unlimited number of pay types?  | <b>Y N M</b>   |
| Can the system support standard retirement program requirements?   | <b>Y N M</b>   |
| Will the system generate all Federal and State reporting requirements?   | <b>Y N M</b>   |
| Can the system generate and report electronically:<br>- W2 statements?<br>- 1099R statements?<br>- 941 and other quarterly reports?  | <b>Y N M</b><br><b>Y N M</b><br><b>Y N M</b>                 |
| Unlimited number of years of history?  | <b>Y N M</b>   |
| Can the system distribute salary by department to multiple funds & accounts?   | <b>Y N M</b>   |
| Unlimited number of employees allowed?   | <b>Y N M</b>   |
| Can the system support the following:<br>- Deduction calculations?<br>- Reporting?<br>- Deferred compensation plus employer match?   | <b>Y N M</b><br><b>Y N M</b><br><b>Y N M</b><br><b>Y N M</b> |

|  |       |
|--|-------|
| - Payroll contributions such as state employment security payments?<br>- Flexible spending (Section 125) plan? | Y N M |
| Can tax tables be maintained and updated by the user?  | Y N M |
| Can the system provide daily/weekly/monthly time entry?  | Y N M |
| Support other methods of time entry such as electronic time clocks?  | Y N M |
| Is an automatic payroll deposit provided?  | Y N M |
| Does the payroll system allow for remote data entry of timesheets?   | Y N M |
| Is all pertinent payroll information on one or two screens?  | Y N M |
| What type of security does the system provide for Payroll? Please attach response.                             | Y N M |
| How are employee screens set up? Please attach response on a separate sheet.                                   | Y N M |
| Please describe (on a separate sheet) how the Payroll system integrates with Budget and Financials.            | Y N M |
| Payroll/Human Resources Module Cost:   | \$    |
| Annual Maintenance:  | \$    |

**12. Utility Billing.**

|   |   |
|---|---|
| System is real time system not batch processing?  | Y N M                                     |
| Menus have drill-down capabilities for detail?  | Y N M                                     |
| ALL screens in a GUI format?  | Y N M                                     |
| System has complete online help function?   | Y N M                                     |
| Report writer for ad-hoc reporting?   | Y N M                                     |
| Handle an unlimited number of accounts?   | Y N M                                     |
| Does the system support multiple billing cycles?<br>- Budget billing?<br>- Bi-monthly billing?<br>- Mixture of monthly and bi-monthly?<br>- Prorated billing?<br>- Final billing? | Y N M<br>Y N M<br>Y N M<br>Y N M<br>Y N M |
| Does the system integrate with:<br>- Financials?<br>- Cash Receipting?<br>- Accounts Payable (refunds)?   | Y N M<br>Y N M<br>Y N M                   |

|  |                         |
|--|-------------------------|
| - Budget?  |                         |
| Allow unlimited number of customers?   | Y N M                   |
| Unlimited number of rates per service?   | Y N M                   |
| Does the system have a meter change-out program?   | Y N M                   |
| Can the system generate work orders?<br>- Connection?<br>- Disconnect?<br>- Service?                             | Y N M<br>Y N M<br>Y N M |
| Does the system support hand-held/radio read meter reading devices?<br>What kind(s)? _<br>How many meters? _____ | Y N M                   |
| Does the system have a meter inventory?<br>- Locations? _____<br>- Type? _____<br>- Class? _____                 | Y N M<br>Y N M<br>Y N M |
| Does the system track meter maintenance?   | Y N M                   |
| Does the system support user-defined bill calculations?  | Y N M                   |
| Does the system provide user-defined penalty options?  | Y N M                   |
| Can the system prorate billings?   | Y N M                   |
| Are grace/tolerance days user-definable?   | Y N M                   |
| Does the system produce "dunning" letters?<br>- Door hangers?<br>- Rate changes?<br>- Reminders?                 | Y N M<br>Y N M<br>Y N M |
| Does the system include a built-in utility consumption and revenue summary by rate class?                        | Y N M                   |
| Unlimited number of years of billing information?  | Y N M                   |
| Can the system automatically generate credit refunds?  | Y N M                   |
| Allow special charges and lien charges?  | Y N M                   |
| Date sensitive user-defined code comment screen?   | Y N M                   |
| Unlimited notes per account?   | Y N M                   |
| A separate lot screen listing at least:<br>- Service location?<br>- Lot number?<br>- Parcel number?              | Y N M<br>Y N M<br>Y N M |

|  |       |
|--|-------|
| - Inside/outside City code?  | Y N M |
| - Lot size?  | Y N M |
| - Buildable/impervious/developed lot size?   |       |
| Does the system allow for “unbundling” of charges and show them separately on the customer’s utility bill? | Y N M |
| Low income or other discounts?   | Y N M |
| Does the system accommodate Internet bill delivery and payment?  | Y N M |
| Will the Utility Billing system support postal bar coding with current and future postal requirements?     | Y N M |
| Does the system print delinquency notices?   | Y N M |
| Will the system export data to a third party printer?  | Y N M |
| How many services per customer? _____  | Y N M |
| How many user-defined fields? _____  | Y N M |
| How many name/address sections (e.g. master, owner, "bill-to")?  | Y N M |
| Does the system track customer deposits?   | Y N M |
| A separate "Meter Screen" listing at least:  |       |
| - Route number?  | Y N M |
| - Sequence number?   | Y N M |
| - Meter serial number?   | Y N M |
| - Installation date?   | Y N M |
| - Manufacturer code?   | Y N M |
| - Meter size?  | Y N M |
| - Number of dials?   | Y N M |
| - EDU'S, status code, type of meter?   | Y N M |
| - Radio read capability (MXU-ID, Reg-ID, longitude, and latitude)?   | Y N M |
| - How many user defined meter fields?  | Y N M |
| Utility Billing Module Cost:   | \$    |
| Annual Maintenance:  | \$    |

**13. Permitting System.**

|  |       |
|--|-------|
| System is real time system not batch processing? | Y N M |
| Menus have drill-down capabilities for detail?   | Y N M |
| ALL screens in a GUI format?                     | Y N M |
| System has complete online help function?        | Y N M |
| Report writer for ad-hoc reporting?              | Y N M |



|  |       |
|--|-------|
| Integrated with Budget and General Ledger systems?           | Y N M |
| Allow user to print permits?                                 | Y N M |
| Allows the user to input rates for various types of permits? | Y N M |
| Permitting System Module Cost:                               | \$    |
| Annual Maintenance:  | \$    |

**14. Data Conversion.**

|  |       |
|--|-------|
| Are data conversion services available from our existing financial system (Sage 50) and utility billing system (Creative Technologies El Dorado) | Y N M |
| Conversion Cost:   | \$    |

**15. Response Evaluation.** Responses will be reviewed and scored by an Evaluation Committee comprised of staff members from City Administration, City Officials and Accounting Professionals who reside in the City. The scoring matrix will be developed to evaluate responses and will draw equally in four areas: references, vendor qualifications-technical capabilities, vendor qualifications-business capabilities, and pricing of the project. Those responses receiving the overall highest scores will be selected as the apparent successful vendors. The determination of a cut-off score will be at the sole discretion of the Evaluation Committee and will depend on such factors as number of vendor responses received and capabilities. The evaluation committee will submit their recommendation for selection to the Guyton City Council for approval. Oral presentations, written questions for further clarifications, and/or site visits to similar installations may be required of some or all vendors. The proposals will be evaluated and the contract shall be awarded to the vendor based primarily on the following criteria:

- a. The degree of responsiveness to the RFP and evidence of an overall understanding of financial management objectives of the City in regard to this proposal,
- b. Demonstrated competence and experience of the vendor in previous installations of similar scope,
- c. Overall system price,
- d. The relative competitive standing, feature capabilities and performance capabilities of the system proposed,
- e. System architecture and overall engineering technology,
- f. Overall maintenance reputation and integrity of the vendor with an existing installed customer base,
- g. Relative and subsequent maintenance and add-on costs as well as serviceability of the system proposed, and
- h. Dependability in terms of product quality control and factory support.

## 16. City of Guyton Terms and Conditions.

- a. **Entire Agreement.** This Purchase Order/Vendor Contract, including all attachments referenced herein, constitutes the entire agreement between the City and the Contractor. The City's RFP, all addenda to the RFP, and the Contractor's response to the RFP are explicitly included in this Purchase Order/Vendor Contract/Agreement. Where there is any conflict among or between any of these documents, the controlling document shall be the first listed in the following sequence: the most recently issued Purchase Order/Vendor Contract amendment; the Purchase Order/Vendor Contract; the most recently issued addendum to the City's RFP; the City's RFP; and the Contractor's response to the RFP.
- b. **Term.** The term of this Purchase Order/Vendor Contract shall commence on the date the City's Buyer signs the same and shall expire sixty (60) days after the date of the "Last Item Due Date" stated on the Purchase Order/Vendor Contract form signature page.
- c. **Freight.** Prices include freight prepaid and allowed. The Contractor assumes the risk of every increase, and receives the benefit of every decrease, in delivery rates and charges.
- d. **Title.** Prices are FOB destination. Title to items and risk of loss remain with Contractor until City receives items at the delivery point.
- e. **Overages/Underages.** Shipments shall correspond with the Purchase Order/Vendor Contract; any unauthorized advance or excess shipment is returnable at Contractor's expense.
- f. **Schedule.** Unless the City's Buyer requests a change in schedule, the Contractor shall deliver the items or render the services by the "Last Item Due Date" stated on the Purchase Order/Vendor Contract form signature page. At the City's option, the Contractor's failure to timely deliver or perform may require expedited shipping at the Contractor's expense, or may be cause for termination of the Purchase Order/Vendor Contract and the return of all or part of the items at the Contractor's expense. If the Contractor anticipates difficulty in meeting the schedule, the Contractor shall promptly notify the City's Buyer of such difficulty and the length of the anticipated delay.
- g. **Payment.** Invoices will be paid according to early payment discount terms, or if no early payment discount is offered, thirty (30) days after the City's receipt and acceptance of the goods or completion and acceptance of the services. Payment periods will be computed from either the date of delivery of all goods ordered, the completion of all services, or the date of receipt of a correct invoice, whichever date is later. This section is not intended to restrict partial payments that are specified in the contract. No payment shall be due prior to the City's receipt and acceptance of the items identified in the invoice therefore.
- h. **Price Warranty.** The Contractor warrants that the prices for the items sold to the City hereunder are not less favorable than those currently extended to any other customer for the same or similar items in similar quantities. The Contractor warrants that prices shown on this Purchase Order/Vendor Contract are complete, and that no additional charge of any type shall be added without the City's express written consent.
- i. **Warranties.** The Contractor warrants that all goods are merchantable, comply with the City's latest drawings and specifications, and are fit for the City's intended use; all goods comply with all applicable safety and health standards established for such products; all goods are properly packaged; and all appropriate instructions or warnings are supplied.

- j. Date Warranty.** Vendor warrants that all Software provided under this Contract: (i) does not have life expectancy limited by date or time format; (ii) will correctly record, store, process, and present calendar dates; (iii) will lose no functionality, data integrity, or performance with respect to any date; and (iv) will be interoperable with other software used by Purchaser that may deliver date records from the Software, or interact with date records of the Software ("Date Warranty"). In the event a Date Warranty problem is reported to Vendor by Purchaser and such problem remains unresolved after three (3) calendar days, at Purchaser's discretion, Vendor shall send, at Vendor's sole expense, at least one (1) qualified and knowledgeable representative to Purchaser's premises. This representative will continue to address and work to remedy the failure, malfunction, defect, or nonconformity on Purchaser's premises. This Date Warranty shall last perpetually. In the event of a breach of any of these representations and warranties, Vendor shall indemnify and hold harmless Purchaser from and against any and all harm, injury, damages, costs, and expenses incurred by Purchaser arising out of said breach.
- k. Compliance with Regulations.** The proposer agrees to abide by all laws, rules and regulations promulgated by the United States of America, the State of Georgia, or any agencies or subdivisions thereof, specifically including OSHA regulations in effect at the time of proposal opening. Proposer also agrees to obtain a business license to operate and conduct business in the City of Guyton.
- l. Default.** If one party to the agreement is deemed to be at fault and if a lawsuit is required to enforce any terms of the agreement, then the prevailing party should be awarded reasonable attorney fees and court costs.
- m. Proprietary and Confidential Information.** The Contractor acknowledges that the City is required by law to make its records available for public inspection, with certain exceptions. City staff believes that this legal obligation would not require the disclosure of proprietary descriptive information that contains valuable designs, drawings or formulas. The Contractor, by submission of materials marked proprietary and confidential, nevertheless acknowledges and agrees that the City will have no obligation or any liability to the Contractor in the event that the City must disclose these materials.
- n. Indemnification.** To the extent permitted by law, the Contractor shall protect, defend, indemnify and hold the City harmless from and against all claims, demands, damages, costs, actions and causes of actions, liabilities, judgments, expenses and attorney fees, resulting from the injury or death of any person or the damage to or destruction of property, or the infringement of any patent, copyright, or trademark, arising out of the work performed or goods provided under this Purchase Order/Vendor Contract, or the Contractor's violation of any law, ordinance or regulation, except for damages resulting from the sole negligence of the City.
- o. Insurance.** City of Guyton will not limit the firm's liability for damages, sustained by the City or by third parties; for which the City was not at fault. The vendor shall carry, for the duration of this Agreement, a commercial liability policy with a \$1,000,000.00 limit per occurrence and a commercial auto liability with a \$100,000/\$300,000 limit per occurrence. All policies shall be issued by insurance companies licensed to do business in the State of Georgia and have an A.M. Best rating of A- or better. Coverage format for all insurance policies must receive prior approval of the City Administration. Work under this contract

shall not commence until evidence of all required insurance is provided to the City. Evidence of such insurance shall consist of a completed copy of the certificate of insurance, signed by the insurance agent for the contractor and returned to the City of Guyton. The insurance policy or policies will not be cancelled, materially changed or altered without forty-five (45) days prior notice submitted to the City Clerk.

**p. Compliance with Law.**

- i. General Requirement.** The Contractor, at its sole cost and expense, shall perform and comply with all applicable laws of the United States and the State of Georgia; the Charter, Municipal Code, and ordinances of The City of Guyton; and rules, regulations, orders, and directives of their respective administrative agencies and officers.
  - ii. Licenses and Similar Authorizations.** The Contractor, at no expense to the City, shall secure and maintain in full force and effect during the term of this Purchase Order/Vendor Contract all required licenses, permits, and similar legal authorizations, and comply with all related requirements.
  - iii. Taxes.** The Contractor shall pay, before delinquency, all taxes, levies, and assessments arising from its activities and undertakings under this Purchase Order/Vendor Contract; taxes levied on its property, equipment and improvements; and taxes on the Contractor's interest in this Purchase Order/Vendor Contract.
  - iv. Americans with Disabilities Act.** The Contractor shall comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA) in performing its obligations under this Purchase Order/Vendor Contract. In particular, if the Contractor is providing services, programs, or activities to City employees or members of the public as part of this Purchase Order/Vendor Contract, the Contractor shall not deny participation or the benefits of such services, programs, or activities to people with disabilities on the basis of such disability. Failure to comply with the provisions of the ADA shall be a material breach of, and grounds for the immediate termination of, this Purchase Order/Vendor Contract.
- q. Adjustments.** The City's Buyer at any time may make reasonable changes in the place of delivery, installation or inspection; the method of shipment or packing; labeling and identification; and ancillary matters that Contractor may accommodate without substantial additional expense to the City.
- r. Amendments.** Except for adjustments authorized above, modifications or amendments to the Purchase Order/Vendor Contract may only be made by a change order or by written document signed by or for both parties. Unless Contractor is otherwise notified, the City's Buyer shall be the City's authorized agent.
- s. Assignment.** Neither party shall assign any right or interest nor delegate any obligation owed without the written consent of the other, except Contractor may assign the proceeds of this Purchase Order/Vendor Contract for the benefit of creditors upon 21 days advance written notice to the City of Guyton, PO Box 99, Guyton, GA 31312.
- t. Binding Effect.** The provisions, covenants and conditions in this Purchase Order/Vendor Contract apply to bind the parties, their legal heirs, representatives, successors, and assigns.

- u. Waiver.** The City's failure to insist on performance of any of the terms or conditions herein or to exercise any right or privilege or the City's waiver of any breach hereunder shall not thereafter waive any other term, condition, or privilege, whether of the same or similar type.
- v. Applicable Law.** This Purchase Order/Vendor Contract shall be construed under the laws of the State of Georgia. The venue for any action relating to this Purchase Order/Vendor Contract shall be in the Superior Court for Effingham County, State of Georgia.
- w. Remedies Cumulative.** Remedies under this Purchase Order/Vendor Contract are cumulative; the use of one remedy shall not be taken to exclude or waive the right to use another.
- x. Severability.** Any invalidity, in whole or in part, of any provision of this Purchase Order/Vendor Contract shall not affect the validity of any other of its provisions.
- y. Gratuities.** The City may, by written notice to the Contractor, terminate Contractor's right to proceed under this Purchase Order/Vendor Contract upon one (1) calendar day's notice, if the City finds that any gratuity in the form of entertainment, a gift, or otherwise was offered or given by the Contractor or any agent thereof to any City official, officer or employee.
- z. Termination.**

  - i. For Cause.** Either party may terminate this Purchase Order/Vendor Contract in the event the other fails to perform its obligations as described herein, and such failure has not been corrected to the reasonable satisfaction of the other in a timely manner after notice of breach has been provided to such other party.
  - ii. For Reasons Beyond Reasonable Control of a Party.** Either party may terminate this Purchase Order/Vendor Contract without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control such as but not limited to an act of nature; war or warlike operations; civil commotion; riot; labor dispute including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.
  - iii. For Public Convenience.** The City may terminate this Purchase Order/Vendor Contract in whole or in part whenever the City determines that such termination is in its best interest (including but not limited to for lack of continuing appropriations). In such a case the Contractor shall be paid for all items accepted by the City.
  - iv. Notice.** Notice of termination shall be given by the party terminating this Agreement to the other not less than ten (10) working days prior to the effective date of termination.
- aa. Major Emergencies or Disasters.** The following provision shall be in effect only during major emergencies or disasters when the City has activated its Emergency Operations Center and the Contractor has been given notice by the City that such activation has occurred. The City is committed to preparing thoroughly for any major emergency or disaster situation. As part of its commitment, the City is contracting with the Contractor under the following terms and conditions: Contractor shall provide to the City, upon the City's request, such goods and/or services at such time as the City determines. In the event the Contractor is unable to meet the delivery date commitment due to circumstances beyond the reasonable control of the Contractor, the Contractor shall make such delivery as soon as practicable. If the Contractor is prevented from making such delivery to the requested delivery location due to

circumstances beyond its reasonable control, the Contractor shall immediately assist the City in whatever manner is reasonable to gain access to such goods and/or services. In the event that the Contractor is unable to provide such goods and/or services as requested by the City, the Contractor may offer to the City limited substitutions for its consideration and shall provide such substitutions to the City as required above, provided the Contractor has obtained prior approval from the City for such substitution. The Contractor shall charge the City the price determined in this Purchase Order/Vendor Contract for the goods and services provided, and if no price has been determined, it shall charge the City a price that is normally charged for such goods and/or services (such as listed prices for items in stock). In the event that the City's request results in the Contractor incurring unavoidable additional costs and causes the Contractor to increase prices in order to obtain a fair rate of return, the Contractor shall charge the City a price not to exceed the cost/profit formula found in this Purchase Order/Vendor Contract. The Contractor acknowledges that the City is procuring such goods and/or services for the benefit of the public. The Contractor, in support of public good purposes, shall consider the City as a customer of first priority and shall make its best effort to provide to the City the requested goods and/or services in a timely manner. For purposes of this Purchase Order/Vendor Contract, a "major emergency" or "disaster" shall include, but is not limited to a storm, high wind, earthquake, flood, hazardous material release, transportation mishap, and loss of any utility service, fire, terrorist activity or any combination of the above.

**COST SUMMARY PROPOSAL SHEET  
 SOFTWARE PURCHASE WITH ANNUAL SERVICE**

We submit the following proposal for services required to implement software for the City of Guyton. Proposals/Bids will be opened at the date and time listed in **4.d. Schedule**.

Vendor Name: \_\_\_\_\_

| ITEM                      | PURCHASE PRICE | ANNUAL SERVICE | DATA CONVERSION | INSTALL & TRAINING | TOTAL PRICE |
|---------------------------|----------------|----------------|-----------------|--------------------|-------------|
| Financial System          |                |                |                 |                    |             |
| Budget Module             |                |                |                 |                    |             |
| AP/Purchasing Module      |                |                |                 |                    |             |
| Cash Receipting           |                |                |                 |                    |             |
| Payroll/HR                |                |                |                 |                    |             |
| Utility Billing           |                |                |                 |                    |             |
| Permitting System         |                |                |                 |                    |             |
| Meter Reading Interface   |                |                |                 |                    |             |
| SQL Server Software Costs |                |                |                 |                    |             |
| <b>SUBTOTALS</b>          |                |                |                 |                    |             |

| ITEM            | PRICE |
|-----------------|-------|
| Travel Costs    |       |
| Any Other Costs |       |
| <b>SUBTOTAL</b> |       |

|                    |  |
|--------------------|--|
| <b>GRAND TOTAL</b> |  |
|--------------------|--|

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Fax Number*

\_\_\_\_\_  
*Email Address*