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# **Request for Proposal**

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## **Little Traverse Bay Bands of Odawa Indians**

**Request for Proposal**

**for Fund Accounting Software for Nonprofit and Governmental Organizations  
and Implementation Services**

**Issued Friday,  
September 7th, 2012**

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# **1 Statement of Work**

## **1.1 Purpose**

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply fund accounting software for the Little Traverse Bay Bands of Odawa Indians (LTBB). The RFP provides vendors with the relevant operational, performance, application, and architectural requirements of the system.

## **1.2 Coverage & Participation**

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of all governmental departments at LTBB along with any satellite offices as well as a module to support small for-profit enterprises. LTBB reserves the right to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

# **2 General Information**

## **2.1 Original RFP Document**

LTBB shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

## **2.2 The Organization**

Little Traverse Bay Bands of Odawa Indians (LTBB) is a Native American Tribal Government with its main offices located at 7500 Odawa Circle in Harbor Springs, Michigan. At this time, we anticipate three (3) satellite offices being connected to the accounting system.

LTBB desires to procure accounting software that will provide accurate fund accounting for numerous grants and contracts primarily funded to LTBB by federal agencies and the State of Michigan.

User friendliness and flexibility of reporting are of primary concern to the users. Currently eight employees use the system. LTBB would not expect this number to exceed 12. LTBB typically utilizes approximately 60-70 fund accounts per year. The LTBB employee level is approximately 200.

LTBB will be interested in information concerning the human resource module, automating the string of signatory authority for the purchase requisition approval process and payroll functions of the accounting system proposed and are very interested in procuring a web-based time system with the procurement of the accounting software if possible. The time system will

need to accommodate all employees. These employees are located throughout Harbor Springs and Petoskey Michigan.

### **2.3 Existing Technology Environment**

LTBB's current technology environment:

Client/Server with MS-SQL database.

Fund Accounting Software is Fundware by Blackbaud.

### **2.4 Notice of Intent to Respond**

The vendor is required to provide a Notice of Intent to Respond to be received no later than Friday, September 14th, 2012. The intent to respond must be written and may be submitted by mail, fax or e-mail to:

Kristina Baller, Interim Chief Financial Officer

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle

Harbor Springs, MI 49740

[kballer@ltbbodawa-nsn.gov](mailto:kballer@ltbbodawa-nsn.gov)

Fax: (231) 242-1445

### **2.5 Schedule of Events**

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances.

Issuance of RFP	September 7, 2012
Notice of Intent to Respond Due	September 14, 2012
Technical Questions/Inquiries Due from Notice of Intent	September 20, 2012 - 4:30 p.m. ET Filers of
Distribution of Responses to Questions	September 27, 2012
RFP Closes – Due Date of RFP	October 5th, 2011 at 4:30p.m. ET
Vendor Shortlist Determined	October 10th, 2011
Vendor Demonstrations	October 23, 24, 25, 2012
Staff Recommendation to Board	October 26, 2012
Final Award Notification	November 5, 2012
Contract Execution	November 19, 2012

### **3 Proposal Preparation Instructions**

#### **3.1 Vendor's Understanding of the RFP**

In responding to this RFP, the vendor accepts the responsibility to fully understand the RFP in its entirety, and in detail, including making any inquiries to LTBB as necessary to gain such understanding. LTBB reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, LTBB reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to LTBB

All costs incurred in the preparation and presentation of the proposal shall be completely absorbed by the party responding to the proposal. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

#### **3.2 Good Faith Statement**

All information provided by LTBB in this RFP is offered in good faith. Individual items are subject to change at any time. LTBB makes no certification that any item is without error. LTBB is not responsible or liable for any use of the information or for any claims asserted therefrom.

#### **3.3 Communication**

Verbal communication shall not be effective unless formally confirmed in writing by specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Vendors' inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Little Traverse Bay Bands of Odawa Indians  
Accounting Department  
7500 Odawa Circle  
Harbor Springs, MI 49740

Attention: Kristina Baller, Interim Chief Financial Officer  
Telephone: 231-242-1443  
Fax: 231-242-1445  
E-mail: [kballer@ltbbodawa-nsn.gov](mailto:kballer@ltbbodawa-nsn.gov)

Applicable terms and conditions herein shall govern communications and inquiries between LTBB and vendors as they relate to this RFP.

**Formal Communications** shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing and be received on or before Thursday, September 20, 2012 4:30 p.m. ET. E-mail and fax will constitute written communication in addition to other written correspondence.
- Errors and omissions in this RFP and enhancements: Vendors shall bring to LTBB any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to LTBB any enhancements, which might be in LTBB's best interests. These must be submitted in writing and be received prior to Thursday, September 20, 2012 4:30 p.m. ET.
- Inquiries about technical interpretations must be submitted in writing and be received prior to Thursday, September 20, 2012 4:30 p.m. ET.
- Any questions and answers concerning this RFP may be forwarded to all prospective vendors at the sole discretion of LTBB.

LTBB will make a good-faith effort to provide a written response to each question or request for clarification within five (5) business days and no later than Thursday, September 27, 2012. Prospective vendors must provide an e-mail address for communication from LTBB. All questions and answers will be shared with all organizations responding to this RFP.

LTBB will not respond to any questions/requests for clarification if received by LTBB after September 20th, 2012 4:30 p.m. ET.

### **3.4 Proposal Submission**

Proposals may be delivered to:

Kristina Baller, Interim Chief Financial Officer  
Little Traverse Bay Bands of Odawa Indians  
7500 Odawa Circle  
Harbor Springs, MI 49740

Or Via Email to:

[kballer@ltbbodawa-nsn.gov](mailto:kballer@ltbbodawa-nsn.gov)

on or prior to October 5, 2012 4:30 p.m. ET. LTBB shall not accept proposals received by fax.

### **3.5 Method of Award**

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply LTBB with an accounting software package as identified in the Scope of Work.

## **Evaluation Criteria:**

To facilitate the evaluation of each individual proposal, at a minimum the categories and evaluation criteria presented below will be considered during scoring.

**1. Vendor Profile.** Organization structure, business philosophy, revenues, profitability, experience, expertise, location, response time, presentation, communication, implementation process, service, support, training, stability, and references.

**2. Software Applications.** Technical requirements, general capabilities, general ledger/project grants, accounts receivable, cash receipting, purchasing, accounts payable, inventory, fixed assets, human resources, payroll, employee time tracking, budgeting, allocation management, grants management and bank reconciliation.

**3 Technology Platform.** Use of industry standards, operating platforms, servers, workstations, database architecture, communication protocols, management requirements, growth, expandability with estimate of necessary software and hardware costs as well as ancillary I.T costs to implement the new accounting system.

**4. Implementation Services.** Proposed team that is experienced with the product, the industry, similarly-sized and operated organizations, history of on-time, on-budget implementations, and responsiveness to client requirements.

**5. Cost.** Necessary hardware components needed for full implementation and utilization including peripherals for purchasing and Human Resources applications, software applications, implementation consultation, data conversion, customization, support, training, other costs, annual maintenance and expected upgrade costs as newer versions become available.

**6. Proposal Format.** Adherence to proposal guidelines and requirements. LTBB reserves the right to reject any and all responses received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner.

## **3.6 Selection and Notification**

Based on the initial evaluation of each vendor response, up to three (3) vendors will be selected as finalists. The finalists will be notified by LTBB to schedule individual demonstrations. Each demonstration will occur at the Governmental Center located at 7500 Odawa Circle in Harbor Springs, MI and will consume no more than one (1) full day for each vendor. The same criteria will be used to evaluate the new information provided by the finalists after demonstrations are completed, and a single vendor of choice will be selected. LTBB will work with the finalist to negotiate a purchase and support contract.

## **Written Contracts:**

LTBB and the selected vendor shall attempt to negotiate a software license along with service

and support contracts. Nothing shall be binding on either party until the contract is in writing and signed by both parties, except that the vendor is obligated to keep its proposal in effect for a minimum period of 120 days from the date proposals are due. LTBB will consider one selected vendor to be the prime contractor and sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The selected vendor will be required to assume responsibility for all services offered in the response, whether produced by the vendor or a subcontractor. LTBB reserves the right to acquire part and not the whole of a vendor's solution. The successful vendor will be required to assume responsibility for delivery and implementation of the system as defined in the contract. The vendor will also be required to demonstrate that all licenses, permits and authorizations are in effect to provide all products and services it proposes. If new or improved versions of products are released at any time prior to implementation of the products, LTBB reserves the right to negotiate for those products for a comparable price. The vendor must also present anticipated upgrade costs as future versions become available with an expected timeline of when future versions are expected. The proposal and submitted materials, along with the original RFP, an implementation plan and schedule, and recommended hardware specifications shall become part of any contract that is negotiated with the successful vendor. It should be noted that LTBB will not pay or reimburse any vendor for any costs incurred by the vendor prior to the signing of a software license, and service and support contracts.

**Termination Due to Unavailability of Funds:**

It should be noted that when funds are not appropriated or otherwise made available for the programs operated by LTBB sufficient to support continuation of this Agreement and performance by LTBB, the Agreement shall be cancelled as of the effective date set forth in the notice and Contractor shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under the Agreement.

**4 Scope of Work, Specifications & Requirements**

All vendors are asked to submit information concerning the software's technical requirements and general capabilities for the following: (Please note: if there is not currently a module for the item listed below and if it is anticipated in the future please list the expected availability date)

Modules:

1. General Ledger
2. Accounts Payable
3. Payroll
4. Human Resources
5. Fixed Assets / Depreciation
6. Bank Reconciliation
7. Timekeeping
8. Budgeting
9. Grants Management
10. Cash Receipting
11. Purchasing
12. Inventory
13. Accounts Receivable
14. Allocation Management

General:

1. Data Import
2. Remote Access
3. Customizable Security Levels
4. Equipment Required
5. E-documents
6. Multiple Checks for one vendor
7. Report Sorting
8. Electronic Financial Reporting to budget directors
9. Training Options

LTBB may be interested in all or only part of these modules. If the vendor’s software has other modules available, LTBB would like recommendations for those modules that would increase efficiency, reduce costs or provide other tangible or intangible benefits to LTBB.

In describing the capabilities of the software, the vendor should indicate standard features. If vendor wishes to describe capabilities that would require modification or customization, the vendor should clearly state that the capability is not standard.

**Chart of accounts – account code structure.**

Below is the minimum number of characters and dimensions required for the account structure:

Fund	4 digits
GASB	1 digit
Natural accounts	4 digits
o Assets	
o Liabilities	
o Fund balances	
o Revenues	
o Expenses	
Department	2 digits
Program	4 digits

**5 Vendor Qualifications and References**

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the company and services offered, including:
  - Full legal name of the company
  - Primary Principals or owners of the company and whether privately held or publicly traded
  - Year business was established

- Number of people currently employed
  - Income statement and balance sheet for each of the two most recently completed fiscal years certified by a public accountant.
  - If applicable, qualification as either a small business, minority-owned, or woman-owned
2. An outline of the product line-up they currently support.
  3. A description of their geographic reach and geographic region LTBB could expect service from as well as market penetration . What are the company’s service hours and who would be assigned to the account.
  4. An outline of their partnerships and relationships to date.
  5. An outline of their current and future strategies in the marketplace.
  6. Information on current software clients, including:
    - Total number of current clients
    - A list of clients with similar needs using the same software
    - Evidence of successful completion of a project of a similar size and complexity.
  7. References: Contact information from five (5) references including three (3) from Tribal clients from projects similar in size, application, and scope and a brief description of their implementation.

## 6 Budget & Estimated Pricing

All vendors must fill out the following cost breakdown for the implementation of their accounting software package for LTBB’s project as, described in this RFP. Costs should be identified as either capital (Unit cost of \$5,000 or more) or non-capital in nature. The vendor must agree to keep these prices valid for a period of one hundred twenty (120) calendar days as of October 5, 2012 4:30 p.m. prevailing local time. (Due Date of the RFP).

### 6.1 Deployment Models

The following pricing sheets are to be used as a guide for your response. Please indicate the types of pricing/installation models offered by your organization by placing an ‘X’ under the “Available” column. If a model is not offered, please indicate this by placing an ‘X’ under the “Not Offered” column.

Deployment Models	Available	Not Offered
Client Server Model	<input type="checkbox"/>	<input type="checkbox"/>
ASP or Hosted Model	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

## 6.2 Five Year Total Cost Summary

For all available deployment models listed above, provide a five year cost summary as displayed below. (Please utilize provided excel spreadsheet attachment) You may revise the spreadsheet as needed to provide any additional lines items you may need.

Five Year Total Cost Summary						
Costs	Total	Year 1	Year 2	Year 3	Year 4	Year 5
Hardware						
Software Licensing						
Third Party Software						
Application Software						
Documentation & Training						
Maintenance						
Installation						
Integration						
Legacy Data Loading						
Project Management						
Misc.						
Other (specify)						
<b>Total:</b>						

### Descriptions:

**Hardware:** List, describe, and record the cost of any piece of hardware that is required to optimally run the software beyond that already in possession by LTBB as detailed in 2.3 Existing Technology Environment.

**Software Licensing:** List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed software.

**Third-Party Software (Middleware):** List, describe, and record the cost of each piece of software (including operating systems) that is required to optimally run the software.

**Installation:** Describe any labor, equipment, supplies, or other costs associated with installing your proposed software. Also, please provide the name of the proposed project manager that will oversee the implementation as well as the proposed primary staff working the installation as well as their prior experience related to similar projects (resumes).

**Integration:** Describe any labor, equipment, supplies, or other costs associated with integrating your software into our current architecture and back-end systems.

**Legacy Data Loading:** Describe any labor, equipment, or other costs associated with importing at least the last three (3) years of legacy data from current systems into the new system and the expected timeline for doing so. Also, how does your company protect the integrity of the data so it is not lost or corrupted?

**Maintenance:** Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed software.

**Documentation & Training:** If there are fees associated with your user or technical documentation, including travel and related expenses please list them here.

**Project Management:** If there are project management fees associated with your proposed software, list and describe them here.

**Miscellaneous:** List and describe any other costs associated with your proposed software solution.

## 7 Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to the RFP for LTBB Fund Accounting Software for Nonprofit and Governmental Organizations issued by Little Traverse Bay Bands of Odawa Indians. The undersigned is a duly authorized officer, hereby certifies that:

\_\_\_\_\_  
(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of one hundred twenty (120) calendar days as of the Due Date of the RFP.

The undersigned further certify that their firm (check one):

- IS  
 IS NOT

Currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify LTBB of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person(s) authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Authorized Officer:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_