Request for Proposals

FINANCIAL SYSTEM NEEDS ASSESSMENT

Proposals due

December 18, 2020

Contact:

Patrick Lee, Finance Manager/Treasurer
Florin Resource Conservation District
9257 Elk Grove Blvd
Elk Grove, CA 95624

Proposals must be sent electronically to:
Patrick Lee at
plee@egwd.org

1. Purpose

The Florin Resource Conservation District (District) is requesting proposals from qualified firms to prepare a needs assessment report covering the District's current financial system and to provide recommendations to address identified deficiencies in order to achieve operational efficiencies and/or meet the operational needs of the District. Responding firms shall be solely responsible for any expenses incurred in preparing proposals in response to this request.

The District may select a firm (Consultant) based on proposal alone or may narrow the field to the top firms (not to exceed three) based on the strength of the proposal, and then conduct interviews to finalize a selection.

2. Background

The District was formed in 1953, pursuant to Section 9000 *et seq.* of the Public Resources Code of the State of California (the "Conservation District Law"). The District is located approximately six miles southeast of the City of Sacramento in the southern portion of unincorporated Sacramento County and encompasses approximately 156 square miles and provides water service to more than 12,800 residential and commercial connections through approximately 145 miles of water mains through its Water System Utility, known as the "Elk Grove Water District," (EGWD) which is a department within the District.

The Finance Department is responsible for many aspects of District operations, including Accounts Payable, Accounts Receivable, Cash Management, Payroll, Investments, Financial Reporting, Budgeting, Procurement, and Utility Billing. Currently, the Finance Department consists of the Finance Manager, Finance Supervisor, Senior Utility Billing Specialist, two Utility Billing Specialist, and a Customer Service Specialist II.

The primary financial reporting software package used by the District is the Sage 100 ERP, which is used for cash management, bank reconciliations, accounts receivable, accounts payable, and general ledger reporting. Separate software packages are used for payroll and human resource functions (Sage HRMS Suite) and utility billing (TruePoint Solutions). The District's Operating and Capital Improvement Project Budgets are prepared and tracked in Microsoft Excel and are prepared on a basis consistent with generally accepted accounting principles.

3. Scope of Work

The District is seeking a Consultant to prepare a Needs Assessment Report covering the District's current financial system and to provide recommendations to address identified deficiencies in order to achieve operational efficiencies and/or meet the operational needs of the District. The Consultant shall use a systematic approach to understand what information is available; what the basic needs of the District are; and identify what solutions work best to meet the District's needs. The consultant shall perform the following tasks in anticipation of developing the Needs Assessment Report:

Task 1: Kick-off Meeting/Exploration and Identification

1.1 Prior to meeting with the District, develop a list of questions and data requests the Consultant will need to review prior to the kick-off meeting.

1.2 Kick-off Meeting – Attend a joint meeting with District staff to review the scope of services; review the detailed work plan and schedule; identify what additional data is needed to begin the work; and, what methods will be used to conduct the Needs Assessment. The District's working group will establish a schedule for check-in meetings (generally by phone). The kick-off meeting may be done in person or via video conference as appropriate.

The intent of the kick-off meeting is to provide the selected Consultant with a detailed understanding of what the District's needs are; what resources are currently available (ex. current system environment, system access); and, what staff time and resources will be required to complete the Needs Assessment. A working group comprised of Consultant representatives and District staff will establish a priority list based on the District and project needs.

Task 2: Research and Analysis

2.1 A thorough review of the following software will be conducted by the Consultant to identify the capabilities and limitations of each software:

- SAGE 100 ERP
- SAGE HRMS SUITE
- TRUEPOINT SOLUTIONS

2.2 The Consultant will work with the District to identify the needs and goals of the financial system, including the following:

- Interviews with all users of the software to develop an understanding of how the software is being used, desired attributes and functionality, and system limitations;
- Identify what District resources currently exist (ex. network capacities and limitations; available hardware - scanners, computers, storage devices).

After collecting and developing a good understanding of what is currently available from the District's current financial system and what the relative goals and needs are of the District, the Consultant will analyze the data, identify any data gaps, organize the information into a format that is usable to perform a detailed analysis of the information.

Task 3: Needs Assessment Report

3.1 Using information collected in Task 2, prepare a Needs Assessment Report (Report). The Report shall include the following:

- A narrative overview of the software;
- An overview of the capabilities and limitations of each software;
- An overview of the goals and needs established based on interviews with District staff;
- A narrative of the recommended actions to systems environment or software configurations to achieve operational efficiencies to meet District needs;
- A narrative making a determination as to the appropriateness of the software based on the District's needs and goals;
- An evaluation as to possible alternative solutions;
- A cost-benefit analysis on the various solutions to determine which solution best fits the needs of the District; and

- A formal recommendation to the District.

3.2 Present draft recommendations to staff and make any adjustments/revisions based on staff's comments and finalize these recommendations.

Task 4: Requests for Proposals (Optional)

The District will review the recommendations of the Consultant and make a determination as to the appropriate actions required to be implemented to meet the goals and needs of the District. If such action includes the need to solicit requests for proposals for new software, the Consultant shall assist the District with the following tasks:

4.1 Using the recommendations developed in Task 3, prepare an RFP for implementing the software necessary to bring the District's financial system in line with meeting the goals and needs of the District. The RFP will solicit proposals from a minimum of four (4) companies that can implement the proposed recommendations.

4.2 The Consultant will assist the District's working group in reviewing the Proposals and selecting a vendor that is capable of implementing the proposed recommendations.

4. RFP Response Format

The District uses a qualifications-based selection process in obtaining these services. All requirements set forth in this RFP must be addressed. Proposals shall be concise and shall be in two parts, the main proposal, and any attachments or appendices. The main proposal shall not exceed 5 pages (single-sided or double-sided), excluding the cover/title page. Resumes, the project schedule, a list of comparable clients, and examples of other work products/reports should be in the Appendices section. Preprinted and prepared general company advertising literature such as color brochures are discouraged unless they are specifically related to the services/information requested and referenced as such.

Please send one (1) electronic copy of the proposal as instructed in Section 5 in PDF format via email to plee@egwd.org. All proposal materials must be received by the District by 4:00 PM on December 18, 2020. Proposals postmarked in time but received afterward will not be accepted, nor will proposal materials sent by facsimile.

All proposals must be signed with the full name of the proposer, if an individual; by an authorized general partner, if a partnership; or by an authorized officer, if a corporation.

When proposals are signed by an agent other than an officer of a corporation or a member of a general partnership, a power of attorney authorizing the signature must be submitted with the proposal.

Modifications to a proposal after the proposal submittal deadline will not be accepted by the District.

5. Proposal Forms and Content

A. Proposal Submittal:

Proposals shall be submitted no later than 4:00 PM on December 18, 2020. Any proposals received after the due date may not be accepted. Proposals shall be emailed accordingly:

1. One (1) electronic copy of the proposal in PDF format labeled “Financial System Needs Assessment” emailed to plee@egwd.org:

Florin Resource Conservation District
Attn: Patrick Lee
9257 Elk Grove Blvd.
Elk Grove, CA 95624

B. Cover Letter:

Provide a cover letter on company letterhead addressing the proposal. The letter shall be signed by an officer of the consulting firm authorized to bind the firm to all comments made in the proposal and shall include the name, address, and phone number of the person(s) to contact who will be authorized to represent the firm. In addition, the cover letter must acknowledge receipt of any and all addenda issued in association with this RFP.

C. Statement of Understanding:

The proposer shall indicate a clear understanding of the project. This should include a description of how the project tasks will be accomplished, the challenges that are expected to be encountered and how the proposer will address these challenges. This statement should also include a confirmation as to the Consultant’s knowledge and familiarity with the software currently being utilized by the District.

D. Scope of Work:

Provide sufficient evidence as to the proposer’s qualifications to perform the work. This information shall disclose and include all pertinent facts as may be appropriate and shall include at least a description of past performance on projects of a similar type, scope and size; project team members who worked on each project and their roles and percentage commitment of time on the project; and any other pertinent information to demonstrate experience on similar assignments. In addition, please provide a statement regarding the proposer’s ability to complete the work in a timely and professional manner.

E. Personnel:

Present the experience of the Lead Consultant and other key personnel to be assigned to prepare the plan, including any sub-consultants. A resume shall be included for the Lead Consultant and other key personnel, including education, employment history and experience relevant to the project, with corresponding dates. Provide a list of projects where the proposed Lead Consultant and key team members have performed similar work. For each, provide the name of the project, location, brief description, and name and phone number of a contact person. During the course of the project, substitution of key personnel is subject to the approval of the District.

F. Project Schedule:

Provide a proposed project schedule for preparation of the Report, including key milestones for deliverables.

G. Staff-Hour Allocation and Fees:

Provide a table listing project tasks and subtasks, the proposed staff level assigned to each, the staff hours and fee for each and any project-related expenses.

H. Agreement:

A signed statement that the firm has read and will accept the District's standard professional services agreement (Exhibit A), attached to this RFP; or

A redlined document which shows which sections the firm would require to be modified to enter into this engagement. Firms should contact Patrick Lee at plee@egwd.org via e-mail no later than December 14, 2020 to obtain an electronic version of the District's professional services agreement if they wish to offer redlined changes.

I. Additional Information:

A copy of the firm's insurance certificates that meet the qualifications described in Section 8.

6. Evaluation Criteria

A Professional Services Selection Committee (PSSE) comprised of selected Board Members and District staff will evaluate the proposals with a focus on the strength and quality of the proposal. The evaluation will consider the technical approach, including project understanding, the scope of work, overall project team, staff-hour allocation per task, and fee summary. The evaluation will also include relevant experience, including that of the Lead Consultant, key team members including sub-consultants, and experience of the firm. Following this evaluation, the PSSE may elect to conduct oral interviews of the top firms. The PSSE's recommendation to the Board for awarding a contract will be based on the overall strength and quality of the proposal, the auditor's proposed fees, and their assessment of the oral interviews (if conducted).

7. Schedule

The evaluation and contract schedule is as follows:

ACTION ITEM	DATE(S)
Issue Request for Proposals	November 30, 2020
Proposals due by 4:00 pm	December 18, 2020
Conduct Oral Interviews, if necessary	Week of January 4, 2021
Select Firm	Week of January 11, 2021
Complete Contract Negotiations	January 13, 2021
Board of Directors Award of Contract, if necessary	January 19, 2021
Execute Contract and Notice to Proceed	January 20, 2021

8. General Terms and Conditions

A. Insurance Requirements: Consultant, at Consultant's sole cost and expense and for the full term of the resultant agreement or any extension, shall obtain and maintain at least all of the insurance requirements of the District.

All policies, endorsements, and certificates shall be subject to approval by the District as to form and content. These requirements are subject to amendment or waiver if so, approved in writing by the General Manager. Proposer agrees to provide the District with a copy of said policies, certificates, and/or endorsements.

Proof of insurance coverage shall be provided as part of the proposal and shall include the insurance types and required coverages specified in section 3.2.10.2 of the Professional Services Agreement (Exhibit A). If awarded the contract, the Consultant agrees to submit proof that the District is named as an additional insured by separate endorsement as detailed in section 3.2.11 of the Professional Services Agreement. All insurance coverage shall be provided by a carrier authorized to transact business in California and shall be primary.

B. Late Proposals: It is the Consultant's sole responsibility to ensure that proposals are received by the District prior to the scheduled closing time specified in this Request for Proposal (RFP). Proposals will not be accepted after the deadline.

C. Non-commitment of FRCD: This Request for Proposals does not commit the District to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The District reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified individual or firm, or to modify or cancel in part or in its entirety the Request for Proposals if it is in the best interest of the District to do so.

D. Proposal Validity Period: Submission of a proposal will signify the Consultant's agreement that the proposal, and contents thereof, are valid for ninety (90) days following the submission of the proposal and shall become part of the contract that is negotiated with the successful firm.

E. Documents to be Construed Together: The RFP, proposal, and all documents incorporated by reference in a contract entered into between the Consultant and the District, and all modifications of said documents, shall be construed together as one document.

F. Extra Work or Materials: The District shall have the right to make alterations, eliminations, and additions in the work. Exercise of such right shall in no way void the contract. The District and the Consultant shall agree upon the value of such extra work.

G. News Releases: News releases pertaining to the award of any contract resulting from this RFP shall not be made without prior approval of the District. The District's name shall not appear on Consultant's lists advertising or other materials used to promote the Consultant's services without prior written approval of the District.

The complete proposal must be received by the date and time specified in Section 7 of this RFP. The proposal shall be addressed to:

Patrick Lee, Finance Manager/Treasurer
Florin Resource Conservation District
9257 Elk Grove Blvd
Elk Grove, CA 95624

Questions relating to this RFP may be addressed to Patrick Lee, Finance Manager/Treasurer, Florin Resource Conservation District, (916) 685-3556, plee@egwd.org.

MARK J. MADISON, P.E.
GENERAL MANAGER