



**Town of Coventry**  
**REQUEST FOR INFORMATION**  
**No. 9502019901**

**Budget and Accounting System Solution**

**TOWN OF COVENTRY**  
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Question Due:	9/20/2019 @ 2:00 PM (EST)
Submittal Due:	9/30/2019 @ 2:00 PM (EST)

**PLEASE SUBMIT ALL CORRESPONDENCE AND RESPONSES**  
VIA E-MAIL DIRECTLY TO THE PROCUREMENT CONTACT LISTED ABOVE AND INCLUDE IN  
THE SUBJECT LINE **"RFI - Budget and Accounting System Solution"**

## **Background:**

The Town of Coventry, established in 1643 and incorporated in 1741, is located about 19 miles southwest of Providence, Rhode Island. The Town is governed by charter giving authority to a five member Council. For more information and to learn more about the Town of Coventry, visit <https://www.coventryri.org>.

### **Budget and Planning System Solution**

The Town of Coventry is reviewing its Budget and Accounting System Solution which it utilizes for preparing the annual budget and running day-to-day operations for the entire Municipality, i.e. School, Police, and the Department of Public Works. The Town uses same Budget and Accounting System since 1999 and is assessing its current requirements and resources for a financial system replacement. As a part of this assessment, alternative Budget and Accounting Systems will be reviewed for compatibility with the Town's needs.

### **Purpose for this Request:**

The Town is issuing an RFI to seek information on vendor capabilities and comparative costs for a Budget and Accounting System Solution that would provide greater efficiency in budget oversight, with emphasis on journalizing, budgeting, and forecasting.

Furthermore, the Town will use the responses from this RFI to assist budget planning purposes and to assist management develop detailed requirements for a potential project to implement a new Budget and Accounting System Solution. An RFP may be issued at a later date to select a solution and implementation vendor.

### **Solution Requirements:**

Full solution requirements will be developed following the review of responses to this RFI. The following list provides the general representative capabilities that are desired in a Budget and Accounting System solution. The listed capabilities are not intended to be a comprehensive list of all system requirements and functionality; rather, it is meant to be a guide to the perceived needs of our budget and accounting users. *The solution provided must be SQL Server based and may include a virtual storage component.* Simplicity, integration with other systems, and maintainability will be important aspects of the assessment as the Town is looking to streamline its budget creation process.

The following major components must be addressed in the response to this RFI.

## **Budget and Accounting System Solution Components**

A new Budget and Accounting System Solution must address, in core functionality, all of the following application software components. Features listed for each component are described in more detail in the following sections.

- Global Features
- General Ledger
- Fund Accounting Features
- Budgeting
- Purchasing
- Accounts Payable
- Accounts Receivable
- Project/Grant Accounting
- Fixed Assets
- Human Resources
- Applicant Tracking
- Benefits Administration
- Time and Attendance
- Payroll
- Reporting and Analysis
- Miscellaneous Features

### **GLOBAL FEATURES**

The Global Features of the System must include, but is not limited to, the following features:

- Supports multiple user access in all applications
- Is user-friendly, with on-the-fly entry;
- Operates in a Windows or equivalent environment;
- Is based on a stable and established operating platform;
- Is based on “thin client” technology;
- Is able to import from and export to spreadsheet and word-processing programs;
- Is able to e-mail output files and forms directly from the System using the district’s email system;
- Contains “drill-down” capabilities;
- Contains adequate security that should include, but not be limited to, multi-level Security, password protections, ability to control access rights by component, ability to control access within the functionality of components (example: access GL reports, but not journal entries), and restricts users to read only;
- Contains help guides for users within the system;
- Contains 53 or more reporting periods;
- Balances before posting transactions;

- Provides the ability to retain history for multiple years;
- Provides for batch postings;
- Allows changes to closed periods by some users;
- Provides “print preview” screens prior to printing; and
- Allows for complete integration of each component to its “parent” components, such as Accounts Receivable to the General Ledger.

## **GENERAL LEDGER**

The Responder must provide a General Ledger component that includes, but is not limited to, the following features:

- Integrates with all sub-systems for automatic postings;
- Enables compliance with GAAP and GAAFR standards;
- Handles accrual, modified accrual, or cash basis accounting;
- Provides a Chart of Accounts system that provides a flexible account numbering format that meets the requirements of RIDE’s Uniform Chart of Accounts (Appendix A provides more information regarding the requirements of the Uniform Chart of Accounts);
- Provides an unlimited number of accounts;
- Tracks fiscal-year accounting periods with user-defined begin/end dates;
- Provides detailed audit trail by transaction date, source, amount, and operator code;
- Provides for on-line budget preparation & analysis, and flexible reporting;
- Allows for advance set-up of succeeding fiscal year's budget and offers percentage increases/decreases per account;
- Maintains previous fiscal year financial activity and allows for the storage of multiple prior years' comparatives;
- Provides automated G/L entries from other FMIS modules;
- Provides routines for manual journal entries with date checks and balance verification;
- Provides drop-down selection boxes provided listing G/L accounts for easy look-ups and entry;
- Provides processing codes available for standard, recurring journal entries that speed up the transaction process;
- Generates pre-posting audits for accuracy;
- Provides set-up for recurring G/L entries in fixed or variable amounts;
- Provides automatic on-line error checking that ensures transactions are balanced upon entry;
- Allows transaction entry for previous periods within the current fiscal year;
- Provides the ability to make automated corrections/reversals of previously posted transactions;
- Permits entries and allows reporting for current fiscal year while prior fiscal year is still open;
- Maintains detailed ledger listing all account transactions within a user-defined date range;
- Provides User-defined journals for special reporting; and,
- Includes a mapping facility that allows conversion of information from prior financial data sources and cross walks the existing chart of account datasets into a potentially new chart of accounts.

## **FUND ACCOUNTING FEATURES**

The Fund Accounting Features must include, but is not limited to, the following:

- Performs interfund entries (due to/due from);
- Maintains and accounts for funds separately;
- Provides auto balancing of funds;
- Provides encumbrance accounting abilities (funds committed for future use);
- Provides interperiod reporting (reports across different periods and fiscal years);
- Provides for cash/checking account reconciliation; and
- Provides the ability to tie into a development (fund raising) module.

## **BUDGETING**

The Responder must provide a Budgeting component that includes, but is not limited to, the following features:

- Is designed for fund accounting and to meet all state and federal requirements;
- Provides ability to restrict users to accounts they have control over for purchasing and inquiry purposes;
- Provides ability to annualize actual expenses for the current year for comparison purposes;
- Provides ability to perform "what-if" scenarios to model various approaches to budget prioritization and projections for future years;
- Provides the ability to report what percent of the budget has been used by account, required operating activity, department, program, etc.
- Provide three years (five years preferable) of prior budgeting levels across various level; and,
- Provide multiyear projections at least three years out (preferably five years).

## **PURCHASING**

The Responder must provide a Purchasing component that includes, but is not limited to, the following features:

- Supports on-line requisition and purchase order tracking with single or multiple level authorization requirements;
- Provides ability to route requisitions and purchase orders electronically to managers' queues for on-line approvals;
- Supports Internet (WWW) hyperlinks to vendors' web sites for ordering through vendor sites, but still recording orders within the purchasing system;
- Supports automatic entry of a contract price into price fields on contract or blanket orders within purchase order entry functions; and,
- Prints vendor performance analysis report listing vendor's price, quality and delivery record.

## **ACCOUNTS PAYABLE**

The Responder must provide an Accounts Payable component that includes, but is not limited to, the following features:

- Provide ability to expense funds for the invoice amount, recognize a payable in the corresponding fund and automatically liquidate the corresponding encumbrance amount;
- Provide ability to set-up recurring monthly payments;
- Support user-defined tolerances in the invoice reconciliation process including, such as, invoice quantity different than purchase order;
- Provide ability to view a summary vendor aging on-line and drill down selectively by vendor to see detail items; and,
- Print cash requirements report for the next 90 days including open payables and purchase orders issued

## **ACCOUNTS RECEIVABLE**

The Responder must provide an Accounts Receivable component that includes, but is not limited to, the following features:

- Remittance processing -- including payment methods and automated processing;
- Credit management -- including communication of credit policies, credit checks and approvals, and credit maintenance;
- Ability to seamlessly integrate tax collection software; and,
- Collections -- including methods to monitor and motivate internal and external collections agents, collections techniques, and technology.

## **PROJECT/GRANT ACCOUNTING**

The Responder must provide a Project/Grant Accounting component that includes, but is not limited to, the following features:

- Integration with the General Ledger component and RIDE eGrants Grant Management System and RI Pay System;
- Provide multi-level query options to validate grant accounting transactions automatically against the budget, each time a transaction is entered;
- Create relationships between grants and other transaction dimensions, such as programs, for more efficient tracking of funds;
- Provide actual versus budget comparisons with detailed summary grant accounting reports;
- Receive an “Over-Budget” warning to prevent posting a grant accounting transaction that exceeds the budget; and,
- Enable specific users the ability to choose method for validating transactions against budgets—on a period-by- period, grant-to-date, or grant-life basis.

## **FIXED ASSETS**

The Responder must provide a Fixed Assets component that includes, but is not limited to, the following features:

- Provides complete control of cash flows, budgets; and,
- Depreciates from start to finish, capturing every aspect of expenditure relating to each stage of the depreciation cycle and maintaining any number of budgets.

## **HUMAN RESOURCES**

The Responder must provide a Human Resources component that includes, but is not limited to, the following features:

### Enables Employees to:

- View/change all personal information like address and dependents;
- View/change their contact information;
- Review their periodic salary and job reviews;
- Review their job and compensation information;
- Review Federal, State, and Local tax information;
- View/change Bank EFT information;
- Manage their information, giving them a greater sense of ownership;
- Review vacation, sick, compensated time and other compensated time accruals; and,
- Submit their changes to the manager or appropriate Human Resources individual with a single click, increasing employee productivity by streamlining the process

### Enables Managers to:

- Make changes to their HR information through a manager self-service screen;
- Approve all HR related changes with the help of a Centralized Approval Inbox; and,
- Use customize approval workflow management for Managers and Supervisors
  - a) Provides human resource management functions to track applicants, temporary employees (municipal and substitute teachers), current employees, assignments, past experience, and continuing education;
  - b) Maintains/tracks classified and certificated information on non-management, management, confidential, temporary, substitutes, mentor teachers, and other employee sub-groups;
  - c) Prints personnel directories (by department or any other departmental subsidiary) with employee address, phone and other information;
  - d) Supports automatic encumbering of salary and benefits for new hires, and disencumbering of remaining salary and benefit amounts upon position changes;
  - e) Provides ability to simulate the financial impact of potential contract salary changes and project the impact based on differing salary increases for certificated and classified positions;
  - f) Provides HR Intake Forms, such as but not limited to the following: Employee Profile Information,

Skills Information, Training Information, Education Information, Contact Information, Dependent Information, NotePad Information (Text free-form notes), Medical Insurance Information, Benefits Information, Certification Information, Attendance Information, Vacation Information, Document Information (Employee-specific Document Links in Database), Compensation Information, Change Management Information;

- g) Provides the following Event Management Forms:
  - i) Employment Change Events
  - ii) Job Change Events, such as but not limited to, Vacation Days, Compensation Change Events, Benefit Information Changes, and Education/Certification Changes;
- h) Integration with Power DMS software;
- i) Provides the following to internally generate special reports, such as but not limited to the following: Employee Profile Information Listing, Employee Contact Information Listing, Employee Dependent Information Listing, Employee Attendance Information Listing, Employee Vacation Information Listing, Employee Training Information Listing, Employee Certification / Education Information Listing, Employee Benefits Information Listing, Employee Employment Change Report, Employee Medical Insurance Report, Event Listing (All) by Employee, Event Listing (Event Type) by Employee, Skills Inventory by selected Skill set, Service Years Profile by Employee, Service Years Profile by Selected Service Year Range(s)
- j) Provides the following Workflow Management functions, such as but not limited to, Employment Application Processing, Job Posting Processing, New Employee Processing, and Terminated Employee Processing
- k) Provides Online Documentation (Help).
- l) Provides Input and Export Capabilities.

## **APPLICANT TRACKING**

The Responder must provide an Applicant Tracking component that includes, but is not limited to, the following features:

- A Candidate Pipeline
- Candidate Profiles
- Multi-Purpose Lists
- EEO Validation
- Boolean Searching
- Qualification Validation Reporting and Notice
- Contract Tracking
- Internet Candidate Search Tracking



## **BENEFITS ADMINISTRATION**

The Responder must provide a Benefits Administration software component that includes, but is not limited to, the following features:

- Establish and manage multiple employee benefits programs, including flexible spending accounts, as well as leave accruals for sick, vacation, or personal time off (PTO) plans;
- Define providers, rates, and beneficiaries, including spouses, domestic partners, and dependents, and calculate coverages and premiums for employees who have multiple jobs;
- Establish and administer plans for FMLA (Family Medical Leave Act), COBRA (Consolidated Omnibus Budget Reconciliation Act), health and life insurance, savings (including 401(k) and 403(b) plans), Section 129 dependent care reimbursement, and Section 457 savings plans, or others as needed;
- Automatically enroll participants and dependents in a variety of benefit options;
- Determine and track employee eligibility based on 18 delivered fields;
- Use passive event processing to trigger events automatically;
- Generate and process billings, payments, and adjustments for individuals and groups;
- Automatically identify eligible employees and calculate and process retroactive benefits and deductions;
- Generate reports for frequently requested information and create your own customized, ad hoc reports for district-specific requirements;
- Analyze trends in the District's workforce and study the District impact of education programs and policies, including various benefits-expense ratios;
- Provide access to complete benefits information and transactions from a single page and with a single sign-on;
- Enable users to view benefits information on summary-level pages and then navigate to more detailed information by clicking the appropriate plan links;
- Provide employees with online access to their benefits programs, including health, dental, vision, insurance, and savings plans;
- Enable employees to communicate their benefit choices to their organization, including elections, validations, confirmation statements, and other related content;
- Ensure that any elections or changes are allowed by your program's rules;
- Store effective-dated employment history to track jobs, employment status, salaried or hourly status, union affiliation, and more;
- Access individual historical earnings, hours, and pension contribution data; consolidate data; or keep per-period history;
- Track all payees (retirees, beneficiaries, and qualified domestic relations order [QDRO] alternate payees) in one database;
- Establish rules for every aspect of pension plans, including eligibility, participation, compensation, vesting, contributions, optional forms of payment, and early retirement factors.

- Use effective-dating to keep a history of plan provisions;
- Set up rules for special plan provisions, including grandfathered benefits, early retirement window benefits, minimum benefit formulas, and breaks in service;
- Calculate service by using elapsed time, hours counting, or hours equivalency methods, which you can establish independently for each plan;
- Calculate employee contributions and manage separate employee accounts (for example, tax-deferred, post-tax);
- Administer "buyback" provisions;
- Maintain service credit accruals and payroll consolidations through periodic batch updates;
- Run on-demand calculations for individual employees, or schedule large batch runs for later processing;
- View calculation results online and print worksheets to explain pension benefits to your employees;
- Track communications, activities, election forms, and verifications;
- Calculate benefits for all types of pension plans; for all optional forms of payment; and for past, present, or future dates;
- Produce worksheets with estimates and accrued benefit information for plan participants; and,
- Calculate benefits for a group of employees by using an event date alias.

## **TIME AND ATTENDANCE**

The Responder must provide a Time and Attendance component that includes, but is not limited to, the following features:

- Time entry
  - a) Enables employees to manage their own time and attendance.
  - b) Tracks employee hours by department, location, or project.
- Time Approval
  - a) Provides mass approval feature of timesheets.
  - b) Enables auto forwarding allowing routing of submitted timesheets to an alternate approver.
  - c) Provides automatic overtime calculations to reduce errors and save time.
  - d) Provides customization of calculations to include company-defined rules, hybrid pay policies, and state and federal laws.
- Payroll Submission
  - a) Tracks and Notifies late employees.
  - b) Enables automatic email reminders that are sent to employees who have not submitted their timesheets.
  - c) Enables automatic email reminders to approvers.
- Reports

- a) Provide customized reports to help analyze data and improve departments performance.
- b) Provide Time in/out reports to help track employee working hours.
- c) Provide missing timesheet report helps in accurate payroll submissions.
- Payroll Integration
  - a) Enable employees to submit an online time off request to the manager.
  - b) Enable employees to get their approved time off requests auto-populated within timesheets eliminating double data entry and improves accuracy.
  - c) Enable supervisors and managers to mass approve, reject, or complete time off requests from a central location to facilitate advance planning ensuring proper personnel coverage.
  - d) Enable supervisors and managers get employee calendar details when employees are scheduled to take time off and also when time off has been requested.
  - e) Provides automatic data transfer to other FMIS components, e.g. time off account, expense accounts, HR/benefits accounts to eliminate the need for entering information separately.

## **PAYROLL**

The Responder must provide a Payroll software component that:

- Meets all current and future federal and state payroll reporting requirements;
- Supports defined salary grade, step, and pay rate tables for classified and certificated employees;
- Provides on-line access to employee profile, benefit, deduction and absence information with year-to date totals and available balances;
- Automatically posts payroll and fringe benefit expenditures to salary and benefit accounts in financial accounting system; and,
- Supports direct deposit to multiple financial institutions using industry standard ACH (Automated Clearing House) protocols.

## **REPORTING AND ANALYSIS FEATURES**

The Reporting and Analysis Features must include, but is not limited to, the following features:

- Provides for 53 or more periods;
- Provides standardized reports for each component;
- Provides “print preview” screens prior to printing of all reports;
- Provides ad-hoc reporting using the power and flexibility of the Chart of Accounts;
- Provides a report writing tool to create and save customized reports (either built-in component or can integrate an add-on component);
- Provides a report writing tool which has export capabilities for spreadsheets, disk or printer;
- Provides the ability to meet all federal, state and local reporting requirements;
- Prebuilt reporting templates for common financial statements (such as but limited to, Net position,

Common-Size Ratios, and Tax Leverage)

- Provides periodic updates and revised forms/reports for state and federal report requirements.

### **MISCELLANEOUS FEATURES**

- The Responder must provide a software component that is compatible with: Cash Receipts, Tax Billing, Tax Receivables, Zoning & Code Enforcement, Work Orders, Inventory, Fleet Management & Business Licenses. If the Responder does not offer any/all of these modules then an import feature must be made available.
- It is preferable the system solution documentation include the ability to integrate with the various software packages used across all departments.

## **Installation and Training**

The Responder must provide information and technical specifications for:

### **Individual Installation Model**

- Information stating the ability for the Town to purchase and/or license software with the assumption the Responder installs it at data center(s) selected by the Town. Pricing should include the one-time license fees and subsequent year maintenance fees for upgrades, improvements and releases. Maintenance costs are not to exceed 15% of the initial license fees of the System.

### **Training**

The Responder must provide training on the proposed System for all users. To provide efficiency, the Responder should develop and provide a comprehensive training plan and schedule to combine sessions that accommodates the total number of Systems. Training requirements must include, but are not limited to, the following:

- Train accounting, payroll, benefit, human resources, and various staff in the full functionality of their modules (typically 2-10 people per grouping);
- Train specialty program management (facilities, technology, special education, etc.) staff in applicable modules;
- Train school office staff in applicable modules;
- Train managers in the approval process for applicable modules, such as the Town Manager, Super Intendant, principals, program managers, finance staff, and HR staff; and
- Train user system manager(s) such as foreman and first line managers on the core functionality of employee views.

### **Post Installation Software Support**

The Responder must provide post installation software support on the proposed System for all users. Support requirements must include, but are not limited to, the following:

- Telephone Assistance Monday to Friday (7:30am to 5:00pm)
- Diagnostic Services to correct errors in software
- Software Updates and Enhancements to reflect new releases of the software, client feedback and/or changes required by state regulatory agencies.
- Online resources that are accessible 24/7.

### **Project Schedule**

The following are the due periods by which the following tasks of the project must be completed.

- Install and Configure System specifically the municipal chart of accounts and UCOA: 60 days
- Identify components requiring modification or customization (if any ): 60 days
- Train Personnel on full use of system: 75 days
- Modify components as identified: 90 days
- System is fully operational: 120 days

### **Project Deliverable Summary**

During the course of the project schedule, the vendor should provide the following services.

- Fully operational System(s), installed, configured and modified (if required) in accordance with the Project Schedule;
- Training provided to user in accordance with the Project Schedule;
- Ongoing support available no less than 8:00am to 8:00pm Eastern Time, Monday through Friday, excluding holidays; and
- Hosting services.

## **Submission Information**

Vendors will be notified when new documents or changes relating to this RFI occur and can find details on the Town's Website. Again, Vendors are encouraged to be creative and candid in their responses.

NOTE: ALL COST INFORMATION IS FOR BUDGETARY PURPOSES ONLY AND NO CONTRACT OR PURCHASE ORDER WILL BE ISSUED AS A RESULT OF THIS RFI. PLEASE MARK YOUR RESPONSE ACCORDINGLY IF YOUR RESPONSE IS CONSIDERED A TRADE SECRET OR OTHERWISE NOT FOR PUBLIC DISSEMINATION. ANY INFORMATION RECEIVED SHALL BE SUBJECT TO THE FREEDOM OF INFORMATION ACT AND RHODE ISLAND STATE LAW.

For additional concerns, please contact John Arnett at [JArnett@CoventryRI.org](mailto:JArnett@CoventryRI.org). Ensure any email correspondence include "RFI 9502019901" as the subject line. Responses should be clearly marked "RFI - Budget and Accounting System Solution", should be delivered to:

Town Of Coventry  
Attn: Director of Finance  
1670 Flat River Road  
Coventry, RI 02816

The responder assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.