



REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS
FOR
FINANCIAL ACCOUNTING SOFTWARE

ISSUED BY:

WISCONSIN ECONOMIC DEVELOPMENT CORPORATION

ON: **March 4, 2024**

All questions regarding this RFP must be submitted in writing at dave.beimborn@wedc.org by Friday March 22, 2024 at 4:00 pm CT.

PROPOSALS MUST BE SUBMITTED BY:
April 12, 2024, 4:00 PM CT

To:

Dave Beimborn

Wisconsin Economic Development Corporation
2352 South Park Street, Suite 303
Madison, WI 53713

LOOK FORWARD 

I. Scope

This Request for Proposals (RFP) aims to provide interested proposers with the information needed to prepare and submit a proposal for financial accounting software for the Wisconsin Economic Development Corporation (WEDC). The scope of functionality for the proposed financial accounting software is to include the following modules: General Ledger, Accounts Payable, Accounts Receivable, Cash Receipts, , Travel and Expenses, Budgeting, and Financial Reporting.

WEDC is also interested in integrating the proposed solution with WEDC's other software systems. These systems include Salesforce.com, an awards management system; Enable, an awards tracking system. Preference will be given to a vendor-hosted solution as a Software as a Service (SaaS) model. Proposers should be available to provide a demonstration of their software.

WEDC requests that interested proposers submit their intent to propose, along with all questions regarding this RFP, to dave.beimborn@wedc.org no later than Friday, March 22, 2024, at 4:00 p.m. CT. Proposals in response to this RFP must be submitted electronically to dave.beimborn@wedc.org no later than Friday, April 12, 2024 at 4:00 p.m. CT.

II. Project Timeline

The work needed to be completed under this RFP is subject to stringent time constraints. Proposers responding to this RFP must be prepared to conform to the following timeline. If this timeline is prohibitively restrictive, please indicate such and propose an alternate timeline.

Date	Event
March 4, 2024	RFP Issued
March 22, 2024	Deadline to Submit Questions
April 12, 2024, 4:00 pm	Proposals Due
April 15-26, 2024	Committee review of Proposals
April 29-May 3, 2024	Possible demos with Proposers
May 14, 2024	Approval of Award

III. Wisconsin Economic Development Corporation

WEDC is a public body, corporate and politic, governed by Chapter 238 of the Wisconsin Statutes. WEDC was created under 2011 Wisconsin Act 7 and 2011 Wisconsin Act 32 to replace the economic and community development operations of the former Wisconsin Department of Commerce and to serve as the State of Wisconsin's lead economic development organization. WEDC is governed by a Board of Directors and WEDC's chief executive officer, who is appointed by the Wisconsin governor.

WEDC provides financial and technical assistance and services, including grants, loans, and tax credits, to businesses and organizations in Wisconsin for the purpose of strengthening economic and creating and retaining jobs. As of June 30, 2023, WEDC had approximately 124 employees, and operating expenditures for Fiscal Year 2023 totaled \$85 million, including \$33.5 million of federal funds. To finance its operating budget, revenues are derived primarily from state appropriations, loan repayments and other income.

WEDC operates three economic and community development divisions and eight finance and administrative departments, primarily in Madison, Wisconsin.

WEDC has approximately 124 users that fall in one or more of the following categories for purposes of the proposed solution:

- A. Finance Team: will need comprehensive role-based access to the system with adequate internal controls.
- B. Executives and Division Vice Presidents: will need the ability to review reports and budgets relevant to their role and their department. Needs the ability to create a budget and budget amendments within the system.
- C. All other employees will need read-only access to reports pertinent to their projects.

IV. Proposal Requirements

Proposers responding to this RFP must provide sufficient responses to all of the below requests for information. Failure to respond to any of the requests may result in disqualification of the proposal. Proposers must have a minimum of seven years of experience providing similar services. In order to facilitate the analysis of responses to this RFP, proposers are required to complete a summary bid as described in Cost Proposal section. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP.

A. Mandatory Requirements

1. Proposers must provide a statement indicating the approach and timeline to system design, implementation, and training.
2. Proposers must have relevant experience working with similar organizations.

B. Organizational and Staff Capabilities

1. Provide a brief description of the proposer's history and organization.
2. Describe the proposer's experience providing similar services.
3. of at least three relevant engagements the proposer holds, indicating relevant experience.
4. Provide customer references representative of the requested solution. Such references must include multiple governmental/quasi-governmental entities.
5. Provide a list of all staff who will carry out the tasks covered by this RFP and their resumes describing each in terms of their involvement in specific tasks and qualifications.

6. Provide a list of any subcontractors (individual or organizational) that the proposer intends to use when providing services under this RFP (Note: the proposer is not required to use subcontractor(s). However, no subcontractor may be used without WEDC's written approval.)
7. Provide a brief description of any controversies or lawsuits in which the proposer is currently involved or to which the proposer has been a party during the past five years.

C. Software Specifications

The proposed solution should allow for fund-based governmental accounting. It must allow attaching documentation electronically to different modules. WEDC has identified the following system modules or features as mandatory:

1. General Ledger and Reporting
2. Budgeting and Forecasting
3. Cash Receipt
4. Accounts Payable
5. Accounts Receivable
6. Miscellaneous Billing
7. Project/Grant Management
8. Fixed Assets (optional)

Provide a description of the proposed solution's ability to provide the above-listed system modules and the capabilities of those modules.

The ability of the proposed solution to fully integrate with Salesforce.com, Enable award management system, Kronos, Bill.com, Martus, and Certify is highly preferred. WEDC is particularly interested in the following capabilities:

1. The ability to import loan payments from the award management system (Enable) into the GL, accounts receivable module on the customer level and export loan draws from accounting software to the award management system (Enable).
2. Kronos: Ability to import payroll information by the employee and provide a mapping of pertinent general ledger accounts.
3. Certify: Ability to accurately upload reimbursable and non-reimbursable transactions into the software.
4. Martus: Ability to integrate budget and reporting functions.

Provide a description of the proposed solution's ability to provide the above-listed integrations.

D. Hardware Specifications

Provide a complete itemized list of the proposed solution's minimum system and computer hardware requirements and a recommended hardware listing necessary for optimal performance. WEDC prefers a solution that is vendor-hosted in a software-as-a-service model. If the proposed solution is only available on-premises, list the recommended equipment and required system software and hardware components.

E. Technical Requirements/Approach to the Project

1. Describe, in detail, the proposer's technical approach to the project. Include a complete timeline from contract signing through the live use of the system, including test run timing and details. Be specific regarding the time required to complete each task and the staff responsible.
2. Describe the backup plan for completing the work according to the timeline should something happen to the staff assigned to this project.
3. Describe any expertise or experience the proposer has that will be available to WEDC as part of the regular software contract.
4. Provide a thorough description of help desk services, including phone support, remote support and ongoing maintenance
5. Training

Describe the Proposer's approach to training. Responses should detail the estimated number of hours of training included and the training method: on-site training, off-site training, training the trainer, etc. Also, indicate whether ongoing training is available after the initial training and conversion timeframe. In considering this topic, please consider potential training needs for a refresher course, perhaps one year after implementation, training for new employees, and training for upgrades. The proposal should specify if costs are required for these needs, and these costs should be noted in the response to Section V and Exhibit A

F. Other Items

Describe any items not included in the scope of work under this RFP that the Proposer recommends being completed. In the response to Section V and Exhibit A, include the price for any such extra items.

G. Documents

1. Provide a copy of the proposer's W-9.
2. Provide a copy of the proposer's standard contract documents.
3. Provide a completed Supplier Demographic Attestation Form if applicable

V. Cost Proposal

Proposers should provide a fixed cost proposal for the services to be provided under this RFP, including anticipated out-of-pocket costs. The cost proposal should include the estimated number of hours and the billing rate for each level of team member assigned to the engagement. The cost proposal shall not exceed the total cost for the services to be provided under this RFP. To facilitate the analysis of responses to this RFP, please use Exhibit A, and provide detailed, itemized pricing.

Proposals submitted for this project should include all applicable costs for software and licensing fees, hardware, transfer of all stored data, training for all employees that utilize the software, and all other applicable costs to allow the software to be fully functional for WEDC's employees. The proposals are not expected to include costs to upgrade or purchase individual computers; however, servers needed are expected to be included in the cost of the proposals. Also, include an estimated cost for the system hardware components and cite any additional costs for non-vender-specific software necessary to facilitate implementation.

VI. Terms and Conditions

The following terms and conditions affect responses to this RFP and any resulting contract. Any interested proposer must adhere to these non-negotiable terms.

A. Contract Term

The contract will be for a minimum of three (3) years. By mutual consent, it may be renewed for seven one-year periods thereafter. WEDC's fiscal year starts on July 1 and ends on June 30.

B. Confidentiality

Proposer acknowledges that all information, data, records, and documents disclosed by WEDC to the proposer or which come to the proposer's attention during the course of its response to this RFP or performance under any resulting contract constitute valuable and proprietary assets of WEDC (Confidential Information). Proposer agrees not to disclose the Confidential Information, either directly or indirectly, to any person, entity, or affiliate unless required to do so by legal process of law without prior authorization by WEDC. If required to disclose Confidential Information by legal process, Proposer shall provide WEDC with prompt notice so WEDC may seek an appropriate protective order. Except as required to respond to this RFP or during the course of its performance under the terms of any resulting Agreement, the proposer shall not use any Confidential Information for its own purposes.

C. Conflict of Interests

Proposers' response to this RFP must include, in writing, disclosure of any potential conflict of interests that may arise from the proposer's performing services for WEDC. Any resulting contract will require that if a vendor fails to disclose a potential conflict of interest, and if WEDC determines such failure to disclose involves a material conflict of interest, the vendor's contract may be declared to be void by WEDC and any amounts paid under the contract may be recovered by WEDC. Vendors shall advise WEDC of any changes in potential conflicts of interest. This language may change with the new procurement policy.

D. Nondiscrimination

Pursuant to Wisconsin law, any contract resulting from this RFP will include the following language regarding non-discrimination:

In connection with the performance of work under this contract, Licensor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, or developmental disability as defined in § 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, Licensor further agrees to take affirmative action to ensure equal employment opportunities. Licensor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the recipient officer setting forth the provisions of the nondiscrimination clause.

E. Public Records

Responses to this RFP, any communication with WEDC, and any resulting contract and work product are subject to the public records laws of the State of Wisconsin, § 19.31 et seq. Proposers shall mark documents "confidential" where appropriate for financial and other

sensitive materials that should be, to the extent possible, be kept in confidence. WEDC will notify the proposer if it receives a public records request for materials marked confidential.

F. Insurance

If awarded the contract, the proposer shall maintain Worker's Compensation, Comprehensive General Liability, including Contractual Liability, and Automobile Liability insurance for any claims that may arise from operations under the contract.

VII. RFP Process

A. Reasonable Accommodations

WEDC will provide reasonable accommodations, including the provision of informational material in an alternative format, for individuals with disabilities upon request.

B. Communication with WEDC & Submitting Questions

All communication regarding this RFP shall be directed to WEDC's Senior Financial Analyst, Dave Beimborn, at dave.beimborn@wedc.org. Information regarding this RFP obtained from other sources is unofficial and nonbinding. Communication with other sources may result in the rejection of a proposal. All questions regarding this RFP must be submitted in writing to WEDC's Senior Financial Analyst, Dave Beimborn, at dave.beimborn@wedc.org by Friday March 22, 2024 at 4:00 pm CT.

C. Incurring Costs

WEDC is not liable for any cost incurred by a vendor for responding to this RFP.

D. News Releases

News releases pertaining to the RFP or to the acceptance, rejection or evaluation of proposals shall not be made without the prior written approval of WEDC.

E. Submitting the Proposal

Proposers shall submit an electronic PDF version of their Proposal to WEDC's Senior Financial Analyst, Dave Beimborn, at dave.beimborn@wedc.org no later than Friday April 12, 2024 at 4:00 pm CT. The electronic copies must be received for the proposal to be submitted on time. Proposal responses should follow the sequence and outline presented in this RFP. Proposals shall be delivered to dave.beimborn@wedc.org

VIII. Evaluation of RFP

A. Proposal Review, Verification, and Acceptance

WEDC shall review each proposal to verify that it meets all specified requirements in the RFP. WEDC may reject proposals that do not comply with instructions contained in the RFP. WEDC reserves the right to waive a particular specification if no proposer meets that specification. WEDC may request reports on the proposer's financial stability. WEDC may reject a proposal if the proposer is determined to have inadequate financial means to provide the required service. WEDC retains the right to accept or reject any or all proposals or accept or reject any

part of a proposal determined to be in the best interest of WEDC. WEDC shall be the sole judge as to compliance with the instructions contained in this RFP. Proposals shall be firm for acceptance for sixty (90) days from the date of proposal opening unless otherwise noted. A proposer may not modify its proposal after submission except to correct minor omissions or miscalculations as directed in writing by WEDC.

B. Evaluation Criteria

Proposals will be reviewed by an evaluation committee and/or WEDC's Contracts Committee. The committee(s) may review references, require oral interviews/presentations, and use the results in its review. RFP requirements must be met for a proposal to be considered for award. Evaluation of the proposals will be based on the proposer's relevant experience providing similar services, the quality and functionality of the proposed system, the proposer's approach to the project implementation and timeline, and proposed fees.

C. Commitment to Wisconsin and Diversity

It is WEDC's intent to have its procurement process reflect its commitment to diversity, equity, and inclusion; therefore, proposals from Diverse Businesses will receive a five percent (5%) preference during the proposal scoring process. (See Supplier Demographic Attestation attached.)

In addition, because WEDC values maximizing opportunities for Wisconsin businesses, a five percent (5%) bid preference will be given to proposals from proposers that are located in Wisconsin.

D. Right to Reject Proposals and Negotiate with Proposers

WEDC reserves the right to reject any and all proposals. WEDC may negotiate with multiple vendors regarding the terms of the contract and the cost proposal before determining the highest-scoring proposer. WEDC shall not, under any circumstances, reveal a proposer's cost proposal to any other proposer prior to contracting for services.

E. Award Decision

WEDC will award the proposer deemed to provide the services described in this RFP at the best value to WEDC, considering the proposers' experience, expertise, and cost proposals.

F. Notice of Intent to Award

All proposers who respond to this RFP will be notified in writing of WEDC's intent to award the contract as a result of this RFP.

EXHIBIT A: ANNUAL SOFTWARE AS A SERVICE COST

Modules	Estimated Hardware	Software Licensing Fees	Data Conversion & Implementation	Training Costs	Travel Costs	Upfront Total	Annual Maintenance / Support
Base Software Package							
Overall Project Management							
Component Specific							
General Ledger and Reporting							
Budgeting and Forecasting							
Cash Receipt							
Accounts Payable							
Accounts Receivable							
Miscellaneous Billing							
Project / Grant Management							
Fixed Assets (optional)							
Integrations							
Enable							
Kronos							
Cerfiy							
Martus							
Total							

Note: Must include any other costs not mentioned above. If additional pages are necessary, please attach them to this Exhibit.