

Developmental Disabilities Resource Board

156 St. Peters Centre Blvd.
St. Peters, MO 63376
636-939-3351

REQUEST FOR PROPOSALS FOR ACCOUNTING/ERP/BUSINESS MANAGEMENT SOFTWARE

Background:

The DDRB is a public taxing entity, commonly known as a "Senate Bill 40 Board" that enters into funding contracts with agencies that serve individuals with developmental disabilities in St. Charles County. This public tax was established in 1977 when voters of St. Charles County approved to tax themselves up to sixteen cents per \$100.00 of assessed property valuation to provide community based programs and supports for citizens with developmental disabilities.

Funded services include: adult day programs, residential services, advocacy services, supported daycare, early intervention, family support, transitional programs, respite, sheltered workshop, adaptive equipment, supported employment and recreation.

A nine member volunteer Board of Directors (the DDRB) appointed by the St. Charles County Executive sets the financial and administrative framework for the agency and hires and directs the Executive Director to conduct the everyday operations of the agency. The Board delegates administrative responsibilities and accountability to the Executive Director, while maintaining constant check of the agency to assure that actions are within the framework of Board established policies and procedures.

Statement of Purpose:

The DDRB is seeking proposals to contract with an organization to provide Accounting/ERP/Business management software, as requested in writing by the DDRB. In addition, the organization will provide customized software in the areas of project management, client tracking and units of service management based on the current legacy systems that will integrate with the core ERP/Business Management system.

1.0 Scope of Work/System Requirements:

- Microsoft Dynamics GP
 - General Ledger
 - Accounts Payable
 - Accounts Receivable (Cash receipts at a minimum)
 - Bank Reconciliation
 - Budgeting/Forecasting
 - Fixed Asset and Inventory tracking
 - Electronic Funds Transfer (direct deposit)
 - Human Resources
 - Custom Report Generator
- FRx (customized report writer)

- Microsoft SQL Server Standard
- Setup, Configuration and Customization of all modules, including SQL
- Integration of Data from Sage MIPS
- Training of Accounting Staff
- Follow along Technical Support

2.0 Instructions to Applicants

- 2.1 Applicants shall submit an original and eight (8) copies (please include color in copies if original contains color) of the proposal to:

Peg Capo, MBA
Executive Director
Developmental Disabilities Resource Board
156 St. Peters Centre Blvd.
St. Peters, MO 63376

**Proposals are due in the DDRB office no later than
Monday, November 10, 2008, @ 3:00 p.m.**

- 2.2 The proposals shall include the following:
- a) Applicant's experience, knowledge and understanding of ERP/Business Management Software, especially those related to installation, system integration, development and training.
 - b) Current resume(s) of the individual(s) who will provide services to the DDRB.
 - c) A minimum of three references from organizations for which the applicant and/or subcontractors have performed similar services.
 - d) A detailed description of the applicant's response to the scope of work as defined in this RFP.
 - e) A not to exceed cost for software, software installation, software customization, software development, system integration and training.

3.0 Evaluation of Proposals

- 3.1 The DDRB's Technology Committee will review staff recommendations.
- 3.2 Prior to the award of the contract, the DDRB's Technology Committee may request a meeting with the organization(s) best representing the needs as described in this RFP.
- 3.3 The DDRB's Technology Committee will prepare a report to the full Board, including a recommendation of which respondent should be awarded the project.

- 3.4 A final decision on this matter will be made by the full Board of the DDRB no later than Friday, December 19, 2008.
- 3.5 Proposals will be reviewed by the DDRB in accordance with the following criteria:
- a) The proposed approach to the scope of work
 - b) The level of experience of the organization(s) identified to work on this project
 - c) The organization(s), including all sub-contractors, experience with similar projects
 - d) The responses from references
 - e) The total proposed cost

4.0 Conflict of Interest

The applicants agree that they or their managers or their employees, or sub-contractors, do not currently have, nor will they have, any conflict of interest between themselves, the agencies funded by DDRB, or the DDRB or are related to any member of the Board, Executive Director or any employee of DDRB. Any perceived or potential conflict of interest shall be disclosed in the proposal.

5.0 Contractual Agreement

- 5.1 The DDRB will issue a contract with the selected applicant(s).
- 5.2 The DDRB will have all ownership rights to all of the customized code and written materials, in new development and core customizations written specifically for DDRB, with the exception of any previously copyrighted materials.
- 5.3 The manner and time of payment will be addressed in the contract.
- 5.4 The successful applicant must agree to comply with all Federal, state and local laws, including trademark and patent restrictions.

6.0 Rights Reserved to the DDRB

The DDRB reserves the right to reject any and all proposals or to waive any irregularities and omissions if, in its judgment, the best interest of the DDRB will be served.

7.0 Questions

All questions must be made in writing to Glen M. Goldstein, DDRB's Project Manager via email at glen@glengoldstein.com. Only questions sent to this email address will be answered. All questions will be published to all bid participants online at www.glengoldstein.com/ddrb.