REQUEST FOR PROPOSAL

PART 1: INTRODUCTION AND INSTRUCTIONS

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Utah Community Action (UCA) is seeking competitive proposals to provide support and implementation of an Accounting Software System. UCA is a large non-profit that will require an accounting system diverse enough to handle a variety of funding sources and specialized reporting requirements specific to fund accounting. The scope of functionality for the proposed Accounting system is to include: GL management, Purchase Order/Requisitions creation, AP and AR processing, Forecasting and Budgeting, Bank Reconciliations, Advanced Inventory Management, Document Management and Workflow system management, Donor Management and other functionality included in the requirements of this RFP as outlined below. The selected agency for this project will report directly to the assigned UCA Project Manager and assume full responsibility for project completion. The purpose of this document is to provide details of the services and software required and establish the basis for an agreement between UCA and the service provider.

BACKGROUND OF PROJECT

UCA is currently using cloud-based fund accounting system for the Accounting/Finance department to manage our General Ledger, Create Purchase Orders/ Requisitions, Maintain Accounts Payables and Receivables, Inventory Management and Transactions, Budgeting, Completing Bank Reconciliations, Forecasting, and Reporting. We also use several other third-party products for various accounting functions such as Concur to manage employee expense reports, and ADP to manage and process payroll.

AGENCY BACKGROUND

Utah Community Action's mission is to empower individuals, strengthen families and build communities through self-sufficiency and education programs. Utah Community Action is a multi-faceted agency that helps low-income individuals and families overcome barriers to self-sufficiency. The agency has approximately 600 employees and annual revenues of approximately $49M.

Utah Community Action helps remove these barriers through six core programs:
Adult Education – Helps adults with low- to moderate-income levels get access to courses and certifications that can help them work toward self-sufficiency.

Head Start – Provides education and health services to young children who would otherwise not be prepared for Kindergarten.
HEAT – Helps struggling households pay their utility bills. Both yearly application and emergency need services are available.
Case Management & Housing – Helps families find and maintain safe, affordable housing.
Nutrition – Helps feed households in need, provides meals for Head Start classrooms, and offers educational programs to teach better eating habits.
Weatherization – Helps low-income households reduce energy costs and increase comfort and safety in their homes.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200. Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by UCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms when possible. A firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201, Subsector 541512) by having average annual receipts for the last three fiscal years not exceeding $27.5 million.

PROPOSAL SUBMISSIONS REQUIREMENTS
By submitting a proposal, Interested Parties acknowledge and agree that the scope of work, and evaluation process outlined herein are fair, equitable, and understood. Interested Parties further acknowledge that they have read this RFP, along with any attached or referenced documents.

All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations are the responsibility of the Interested Parties and will not be reimbursed.

Proposals must be received by August 31, 2023. Proposals received after the deadline will not be accepted. Proposals can be submitted via hard copy or electronic copy to the address provided below. Any proposal not meeting the requirements of this RFP may be rejected. All materials submitted will become the property of Utah Community Action.

PROPOSAL KEY DATES
RFP Released	August 2, 2023
Questions due by proposers	August 17, 2023
Responses to Questions Released	August 25, 2023

Proposal Due Date	August 31, 2023
Demos	As Needed – September 1-September 14, 2023
Award Notice	September 15, 2023

Utah Community Action may request interviews or meetings with any of the proposers to clarify any proposals.

SUBMISSION INSTRUCTIONS AND CONTACT INFORMATION

The preferred method of submitting your proposal is via electronic copy. If providing a hard copy, one (1) original and one (1) copy must be submitted prior to deadline at the following address:

Utah Community Action
Attn: Stacy Weight, CAO
1307 South 900 West
Salt Lake City, UT 84104

General Contact: Stacy Weight, Chief Administration Officer, stacy.weight@utahca.org

PART 2: SCOPE OF WORK AND PROPOSAL REQUIREMENTS

To ensure a competitive and consistent review process each proposal submitted should include the following items and be organized with the outline provided below.

1. Letter of intent and Business Profile

A letter outlining the general overview of the business information and individuals who will be involved in the RFP process. This letter should be a maximum of 1 page and clearly identify the location of the team that will be providing services to Utah Community Action as well as contact information for the authorized representative. It should also include a date through which the proposal is valid (recommended 120 days).

Please include an overview of the profile of the implementation company (local, national, international) and size. Indicate if the company is a minority-owned business, women's business enterprise, or located in a labor surplus area. Also indicate the ability to do business in the state of Utah.

2. Qualifications

Describe a recent experience in completing an accounting system implementation for an organization of similar size to UCA or in similar industry. This section should also include at least two references.

Please address the following:
- Provide a brief overview of your product offerings
- Please specify the name and version of the Accounting system considered in this RFP.

3. Project Schedule and Product

This section should indicate the name and version of product(s) proposed and a general outline of an implementation schedule.

4. Project Fees

The fees proposed should be all-inclusive and be broken out as follows:
- License Fee
- Annual Maintenance, Hosting, Processing, and Hosting Fees
- Implementation Fee
- Training Costs
- Customization Costs (if any)
- Other Fees
- Other One-time Cost
- All Third Party Costs
- Non-profit related grants or discounts

A total annual cost schedule for the first 3 years based on 43 full service users and 60 limited use users should also be included. Utah Community Action is a 501c3 non-profit organization. Please also indicate if your fees include a non-profit pricing or discount.

6. Product Capabilities
Please address the items listed in Appendix A.

PART 3: SELECTION PROCESS

Evaluation will be completed using a weighted scale with the specified factors below.

Product Functionality	30 points
Technical fit	10 points
Usability	5 points
Implementation support	10 points
Fees	35 points
Adherence to RFP instructions	5 points
Minority/Women Owned Business	5 Points
Total	100 points

Selection will be made to the proposer who is the most advantageous to Utah Community Action based on the selection criteria outlined above. UCA reserves the right to not select any proposer. Following the closure of the RFP all proposers will be notified of the selection.

PART 4: WRITTEN QUESTIONS

Questions regarding the RFP must be received in writing by August 17, 2023. Questions can be submitted to Stacy Weight, CAO (stacy.weight@utahca.org). All questions will be responded to in writing and will be made available to all proposers.

Appendix A Accounting System Objectives

MINIMUM PRODUCT FUNCTIONALITY

1.1. Automate Financial Processes: The selected accounting software should enable automation of various financial processes, including but not limited to general ledger functions, grant management, invoicing, expense tracking, and payment processing.

1.2. Enhanced Reporting: The software should provide robust reporting capabilities, allowing us to generate accurate financial reports, statements, and summaries, which are essential for making informed strategic decisions.

1.3. Integration: The software must be able to integrate seamlessly with our existing systems, including any CRM or fundraising platforms, to ensure a smooth flow of data between departments.

1.4. User-Friendly Interface: An intuitive and user-friendly interface is critical, as our staff may have varying levels of technical expertise.

1.5. Security and Compliance: The software should adhere to industry-standard security protocols and ensure compliance with relevant financial regulations.